Office of the Chief Technology Officer (OCTO)

e-Gov Application Support
CBE Online
Internal User Manual

Date: 11 March 2009

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1 Introduction

1.1 Purpose

The purpose of this document is to provide instructions for internal DC government personnel to use the CBE Online application to input information into the Certified Business Enterprise (CBE) database and to prepare on-demand compliance and certification reports.

1.2 Scope

This document covers only those functions accessed via the DC intranet. The document has been broken into sections by roles. The following roles have been covered:

- Administrators
- Contract Managers
- Compliance Managers
- Certification Managers
- Certification Specialists
- DSLBD View Only Users
- Agency CBE Liaisons

In addition to the application that is used by internal users, the application also has an external or Internet interface where companies can apply for initial CBE certification, recertify, or upgrade their certification as well as enter or verify payment information on contracts.

1.3 Audience

The audience for this document includes:

- Administrators
- Contract Managers
- Compliance Managers
- Certification Managers
- Certification Specialists
- Agency CBE Liaisons

1.4 Overview

This application was developed to assist the Department of Small and Local Business Development (DSLBD)to track companies as they apply for CBE certification and monitor the various awards and payments to ensure local businesses are receiving the benefits set aside for them. In addition to the application that is used by internal users (see list in Section 1.3 Audience), the application also has an external or Internet interface where companies can apply for initial CBE certification, recertify, or upgrade their certification as well as enter or verify payment information.

2 Common Features for All Users

2.1 General Rules for Usage

Do **NOT** use the Browser's back button; use the Go Back button within the application to return to the previous page.

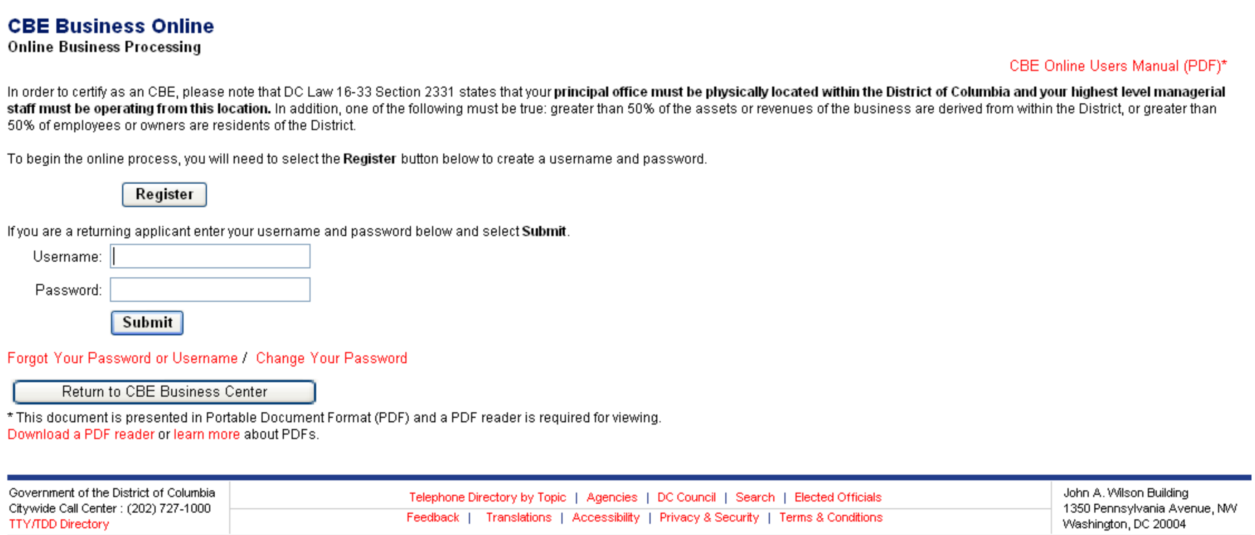
All new internal users will be required to change their passwords at the first login. Any user that has a password reset will also receive a temporary password and will be required to change the password at the first login. Users will be automatically directed to the Change Password screen.

Fields with an asterisk ∗ are required fields.

Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).

2.2 Login

All users must log in to the application by entering a username and password. If a user cannot remember his username or password, he can obtain the information by selecting the Forgot Your Password or Username link.


CBE Business Online
Online Business Processing

CBE Online Users Manual (PDF)*

In order to certify as an CBE, please note that DC Law 16-33 Section 2331 states that your **principal office must be physically located within the District of Columbia and your highest level managerial staff must be operating from this location.** In addition, one of the following must be true: greater than 50% of the assets or revenues of the business are derived from within the District, or greater than 50% of employees or owners are residents of the District.

To begin the online process, you will need to select the **Register** button below to create a username and password.

Register

If you are a returning applicant enter your username and password below and select **Submit**.

Username:

Password:

Submit

Forgot Your Password or Username / Change Your Password

Return to CBE Business Center

* This document is presented in Portable Document Format (PDF) and a PDF reader is required for viewing.
Download a PDF reader or learn more about PDFs.

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John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

Figure 1: Login Screen

2.3 Forgot Your Password or Username

Selecting the Forgot Your Password or Username link displays the following screen.

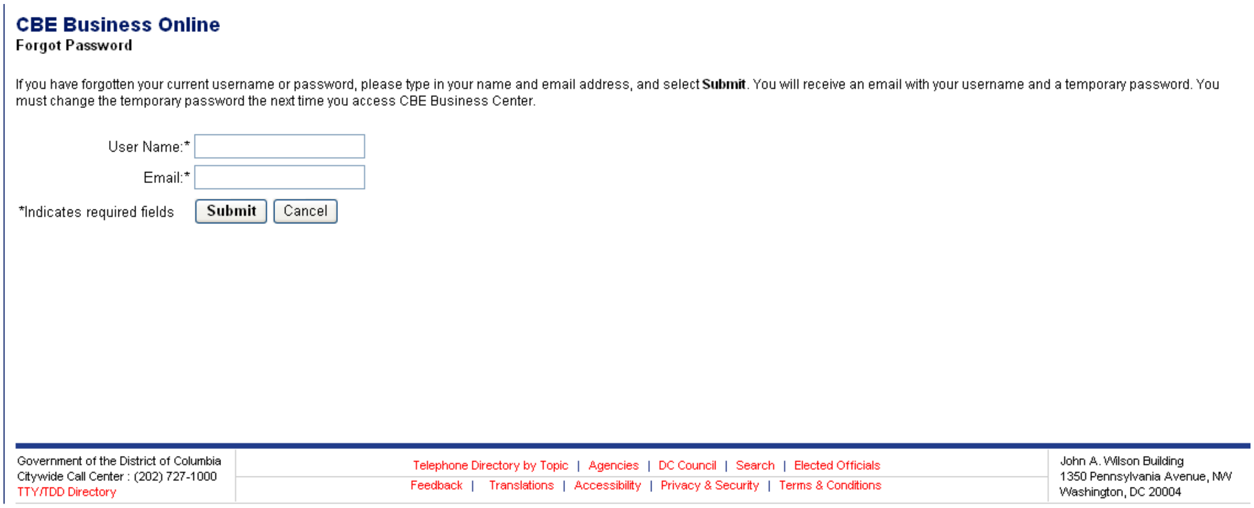


Figure 2: Forgot Password Screen

Enter your first name, last name, and email and then select "Submit." You will receive an email with your username and a temporary password.

2.4 Change Your Password

Selecting the Change Your Password link displays the following screen.

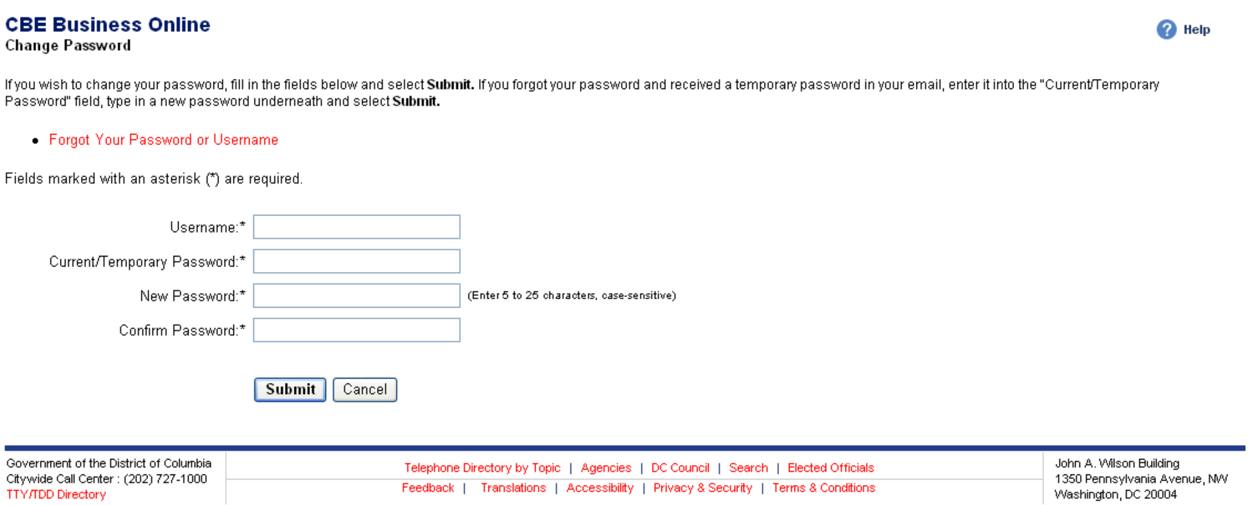


Figure 3: Change Your Password Screen

You may change your password at any time before or after login. If you received a temporary password via email, you will be directed here after login. Enter your username, your current or temporary password, enter a new password, enter the same new password in the Confirm Password field, and select "Submit." You will be directed to your Administration page when the action completes. Select "Cancel" to return to the previous page without taking any action.

2.5 Administration Screen

Successful login will take you to an Administration screen that is specific to your assigned role within the system. An example is below.

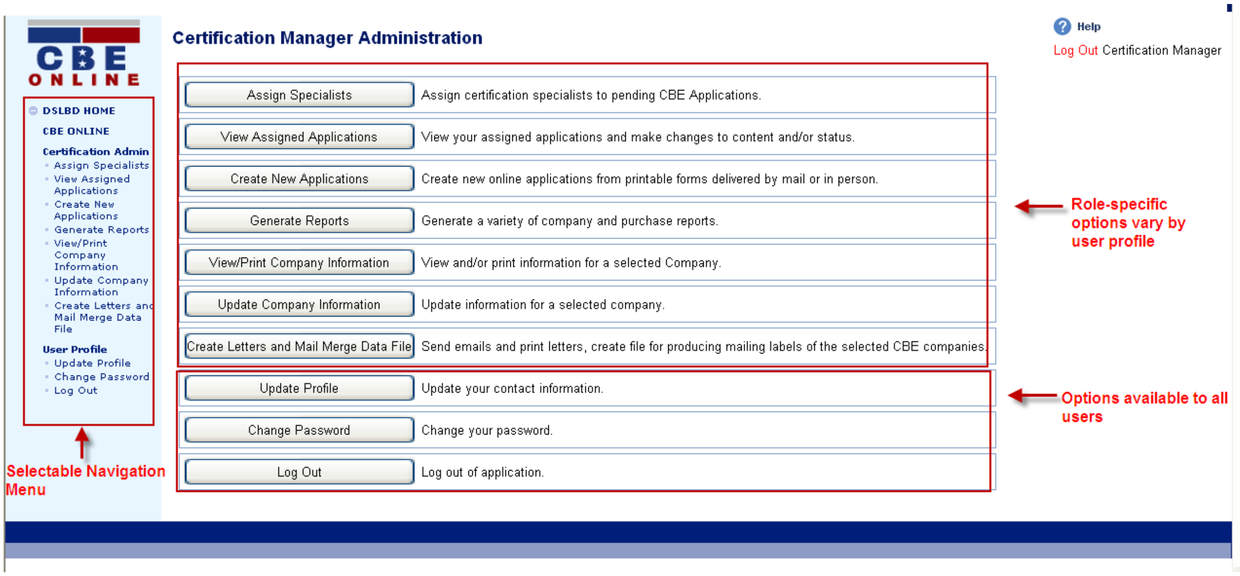


Figure 4: Example of an Administration Screen

Some areas to point out are the role in the title of the screen. The buttons and the left navigation menu have the same functionality. All users will see the “Update Profile,” “Change Password” and “Log Out” buttons. Other buttons on the screen will vary depending on a user's assigned role.

2.6 Update Profile

After successful login, all users can update their own profile.

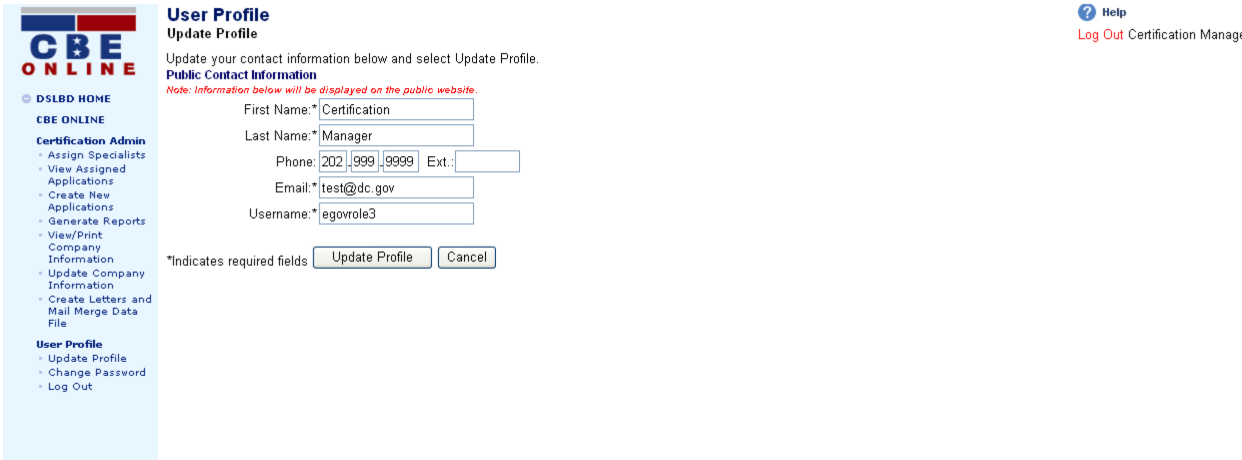


Figure 5: Update Profile Screen

This screen allows you to change any field in your user profile by simply selecting the field and entering new information into it. Required fields have an asterisk. Select "Update Profile" to save the changes. Select "Cancel" to take no action and in to the Administration screen.

2.7 Log Out

Selecting the "Log Out" button logs out the user and returns to the Login screen (see Figure 1).

3 Administrator Role

3.1 Administration Screen

The Administrator's Administration screen is displayed. Select one of the options listed.

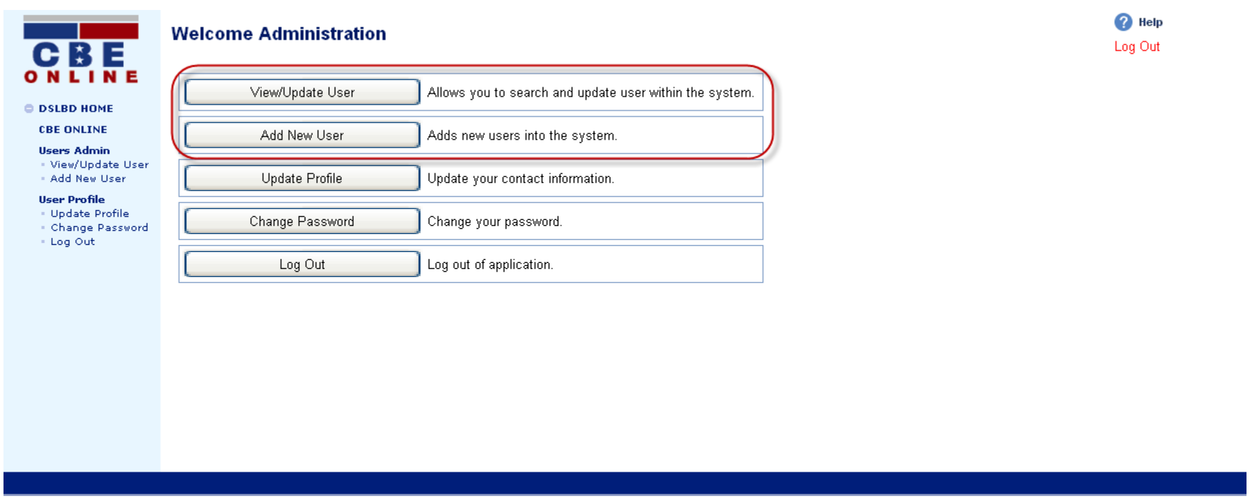


Figure 6: Administrator's Administration Screen

3.2 View/Update User

Selecting the "View/Update User" button displays the following screen.

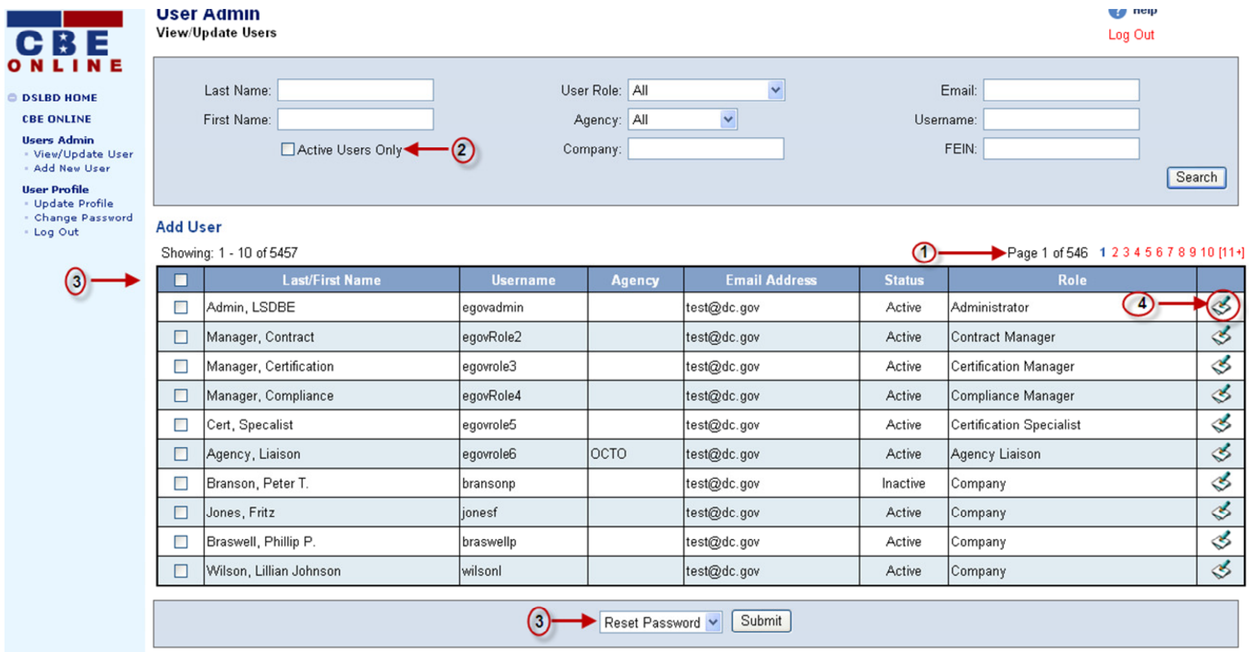


Figure 7: View/Update Users Screen

1. The default view displays all users in the system and consists of many pages. You should enter some search criteria in order to narrow down the list.
2. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

   Check the **Search Active Users Only** box to limit the search to only active users; un-checking the box will search both active and inactive users. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter the last name of a user in the **Last Name** field. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter the first name of a user in the **First Name** field. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Select a specific **User Role** from the drop-down list. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Select a specific **Agency** from the drop-down list. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

Enter a user's email address in the **Email** field. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

Enter a username in the **Username** field. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

All users that meet your search criteria will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).

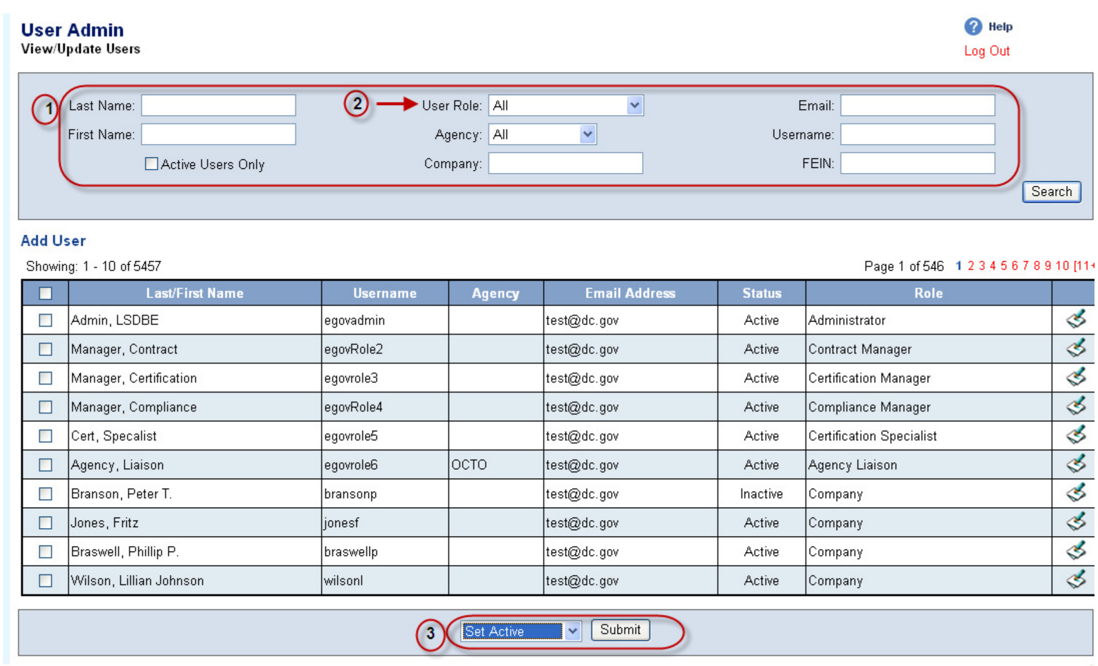
3. You can use the check boxes in the results table to perform certain functions on several users on the same page

   To reset a user's password, you can check the box directly in front of the Last/First Name column, scroll to the bottom of the table, ensure the field at the bottom reads "Reset Password," and then select "Submit." All users that you checked will have their passwords reset and will receive an email with a temporary password.

   You can also set a user to Active or Inactive with the same technique and selecting the appropriate option from the list. You can perform these functions from the individual's profile via the Update icon.

4. To look at an individual's profile select the Update icon in the row for an individual user. This opens the Update User screen (see Figure 8).

3.2.1 Update User



	Last/First Name	Username	Agency	Email Address	Status	Role	
☐	Admin, LSDBE	egovadmin		test@dc.gov	Active	Administrator	
☐	Manager, Contract	egovRole2		test@dc.gov	Active	Contract Manager	
☐	Manager, Certification	egovrole3		test@dc.gov	Active	Certification Manager	
☐	Manager, Compliance	egovRole4		test@dc.gov	Active	Compliance Manager	
☐	Cert, Specalist	egovrole5		test@dc.gov	Active	Certification Specialist	
☐	Agency, Liaison	egovrole6	OCTO	test@dc.gov	Active	Agency Liaison	
☐	Branson, Peter T.	bransonp		test@dc.gov	Inactive	Company	
☐	Jones, Fritz	jonesf		test@dc.gov	Active	Company	
☐	Braswell, Phillip P.	braswellp		test@dc.gov	Active	Company	
☐	Wilson, Lillian Johnson	wilsonl		test@dc.gov	Active	Company	

Figure 8: Update User Screen

This screen contains the selected user's profile.

1. You can edit any of the fields on the screen by simply entering new information into any of the fields. Required fields are identified with an asterisk.
2. Select a "User Role." Note that the Agency drop-down list is only available if the Agency Liaison role is selected.
3. You can also make the user Active or In-Active by selecting the option from the dropdown box.

Select "Submit" when you have made all the changes you desire and select "OK" on the popup box. Selecting "Cancel" will return you to the previous screen without performing any action.

3.3 Add New User

Selecting the "Add New User" button displays the following screen.

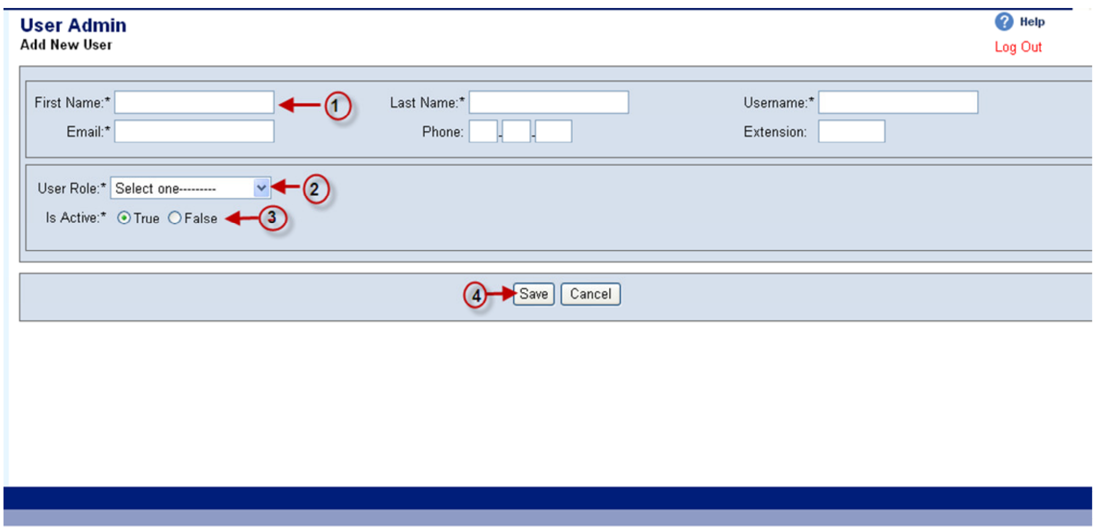


Figure 9: Add New User Screen

1. Enter new user information into all of the fields. Required fields are identified with an asterisk. The system will generate the username as the last name and first initial; if this is correct, you can leave it there, otherwise you can enter a new username. Each username must be unique and only one username per role is allowed.
2. Select a "User Role." Note that the Agency drop-down list will appear if the Agency Liaison role is selected. Select an agency for an Agency Liaison.
3. You can also make the user Active by selecting the "True" radio button or Inactive by selecting the "False" radio button. Active is the default setting.
4. Select "Save" when you have made all the changes you desire. Selecting "Cancel" will return you to the previous screen without performing any action. The system will automatically send an email to the user with their username and a temporary password.

4 Contract Manager

4.1 Contract Manager Administration screen

The Contract Manager Administration screen displays. Select one of the options listed.

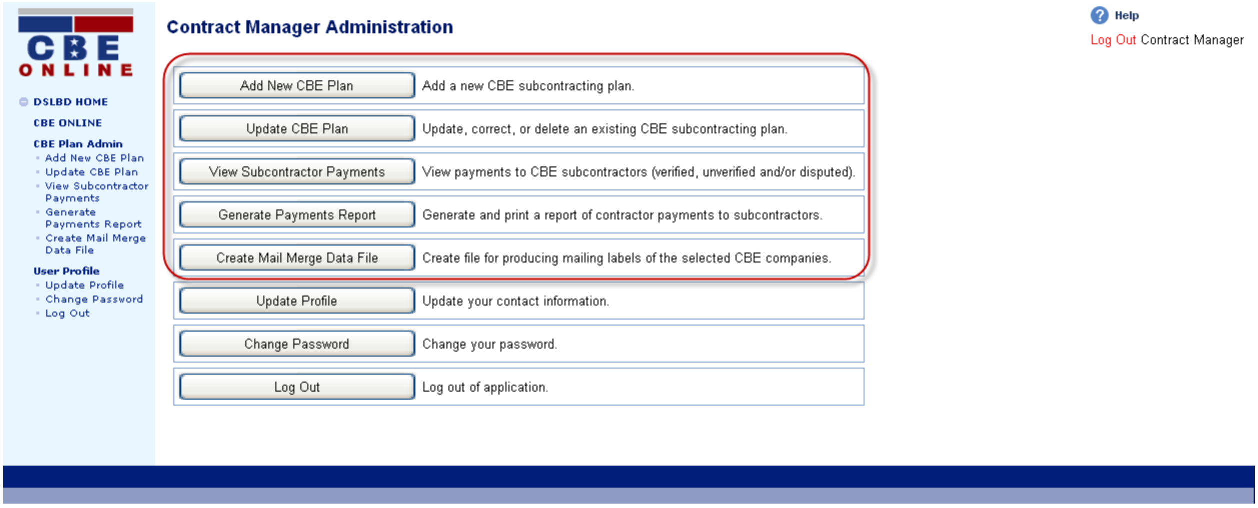


Figure 10: Contract Manager Administration Screen

4.2 Add New CBE Plan

Selecting the Add New CBE Plan button returns the following screen.

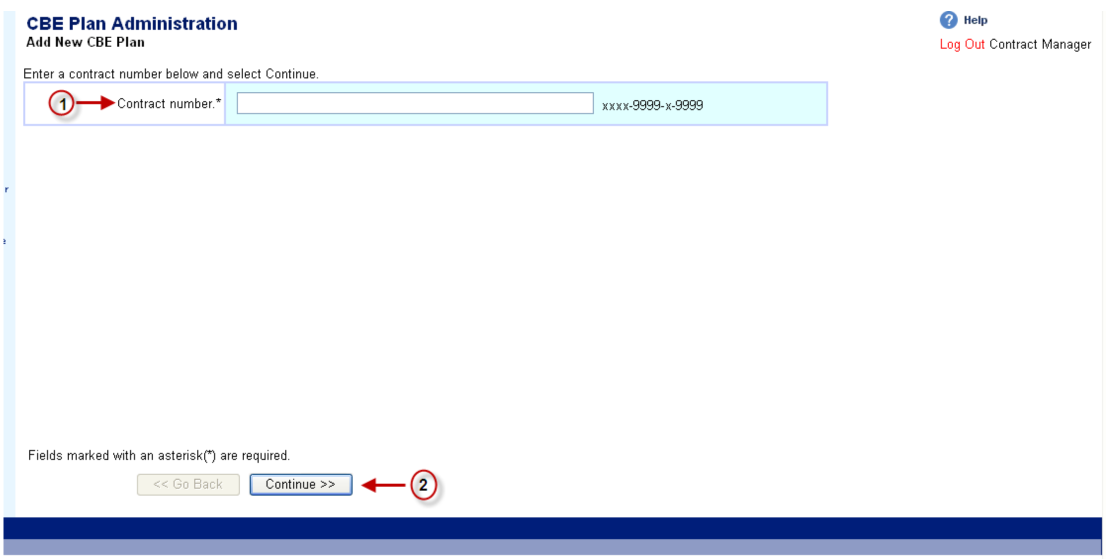


Figure 11: Add New CBE Plan - Locate a Contract

1. Enter a valid contract number in the field.
2. Select "Continue."

The screen will refresh and display all contracts with the entered number. Note that some contracts may contain a contract modification number, a task order number, or a task order modification number.

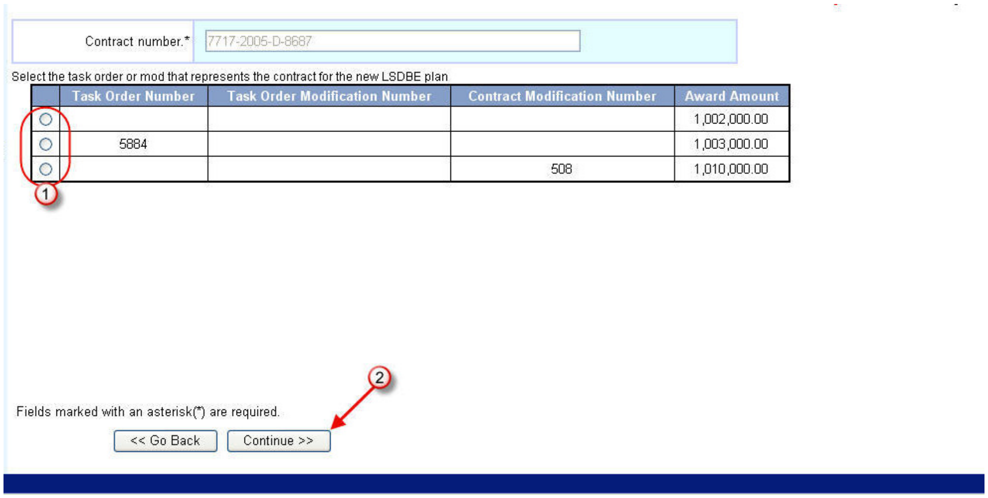


Figure 12: Add New CBE Plan—Select a Contract

If multiple contracts are returned:

1. Select the desired one to enter a new CBE Plan (see figure below).
2. Select "Continue" to move to the next step.

If you select a contract that already has a plan associated with it and try to continue, the following error-message screen displays.

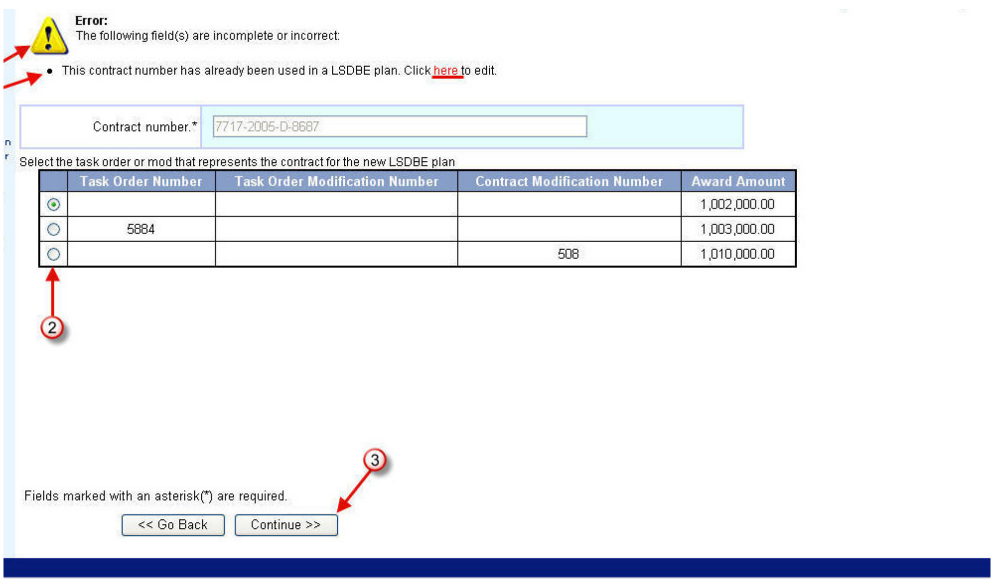


Figure 13: Add New CBE Plan—Error Message

1. If you need to edit the existing plan, select the "here" link to go to the Update Plan screen.
2. You may also choose a different contract
3. Select "Continue."

The screen refreshes and displays the following screen where CBE dollars are added to the plan. Notice that the contract and any mod or task order numbers associated with it are displayed in the read-only contract information section.

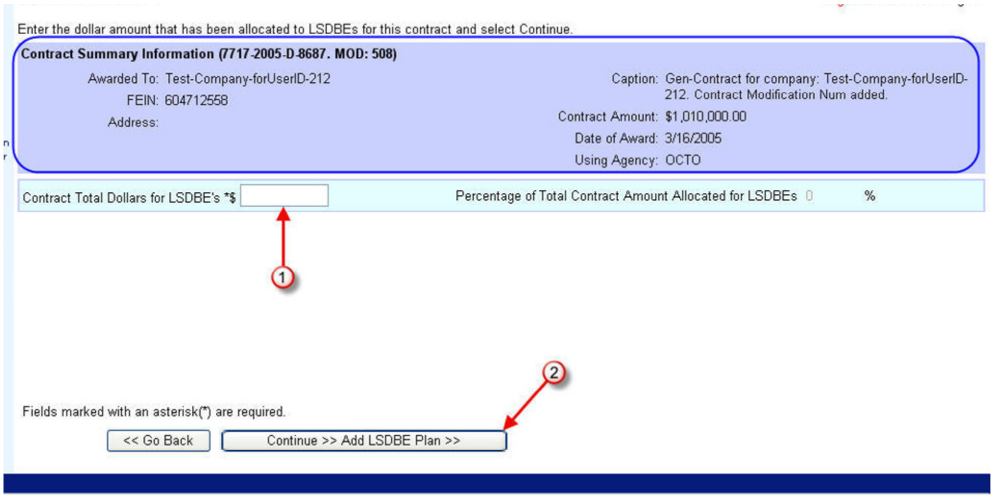


Figure 14: Add New CBE Plan—Enter Contract Dollars for CBEs

1. Enter the dollar amount that is set aside for the CBE subcontracting plan. Notice that the percentage of the total contract amount is automatically calculated for you.
2. Select “Continue” to move on to the next step.

The following screen is where CBE subcontractors are added to the plan.

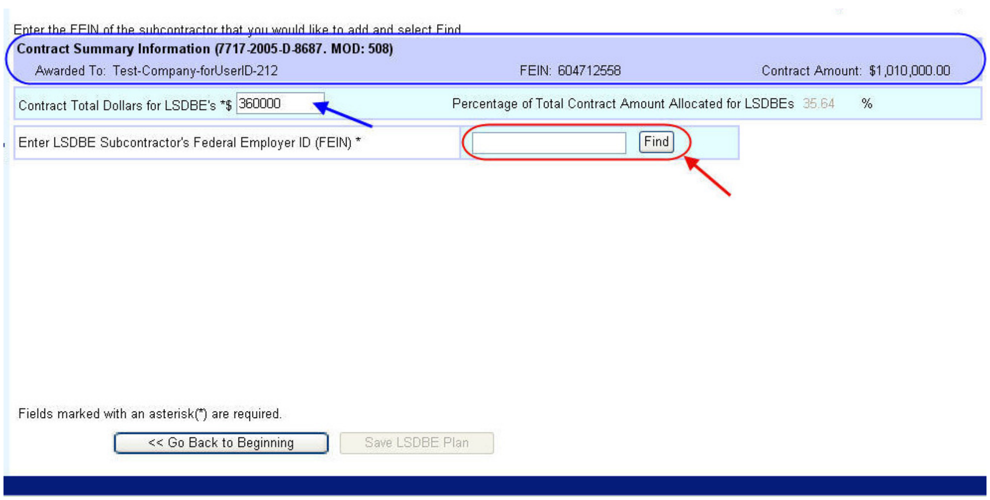


Figure 15: Add New CBE Plan—Add CBE Subcontractors to the Plan

Any adjustment to the contract dollar value can be made in the Contract Total Dollars for CBEs field.

1. Enter the entire Federal Employee Identification Number (FEIN) of the CBE subcontractor identified on the plan. Select the “Find” key to display the subcontractor's company information.

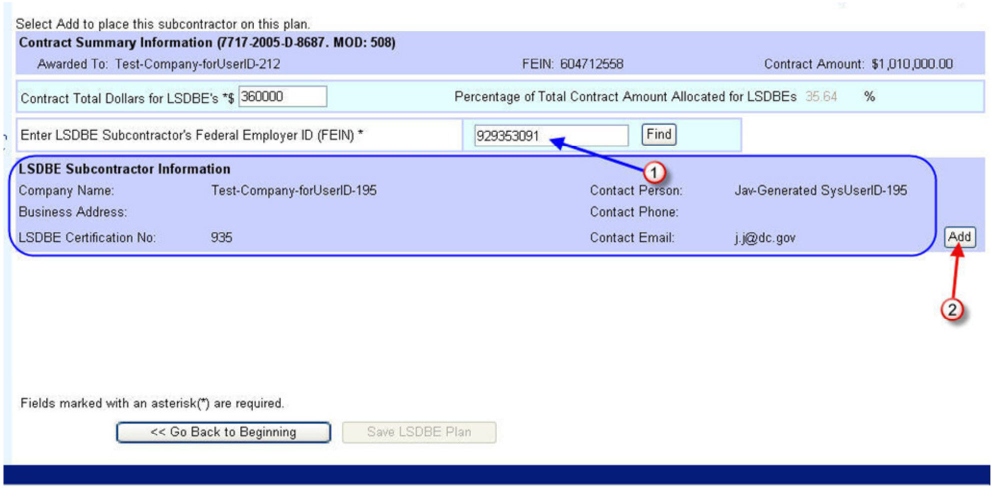


Figure 16: Add New CBE Plan—Add CBE Subcontractors to the Plan

2. Verify that this is correct and select the "Add" button. This places the subcontractor into the plan (see figure below).

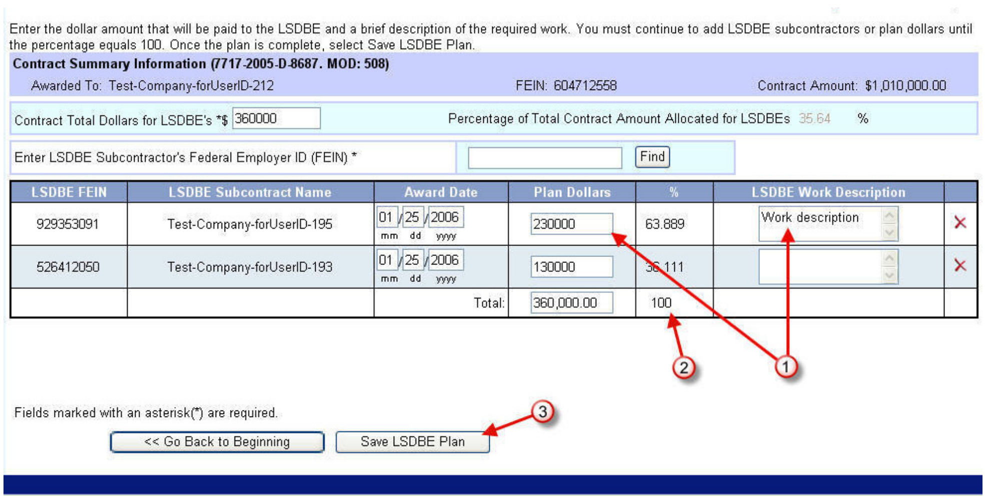


Figure 17: Add New CBE Plan—Add CBE Subcontractors to the Plan

1. Add the dollar value and a description of the work the subcontractor will be doing.
2. To add another contractor to the plan enter another FEIN into the field and select "Find." Continue to add CBEs to the plan until the total dollars equals the set-aside dollars and the total percentage is 100. The "Save CBE Plan" button will then be available.
3. Select "Save CBE Plan" to input the CBE Plan and associate it with the specific contract. You are now finished with the subcontractor plan for the selected contract.

4.3 Update CBE Plan

Selecting "Update CBE Plan" from the Administration screen displays the following screen.

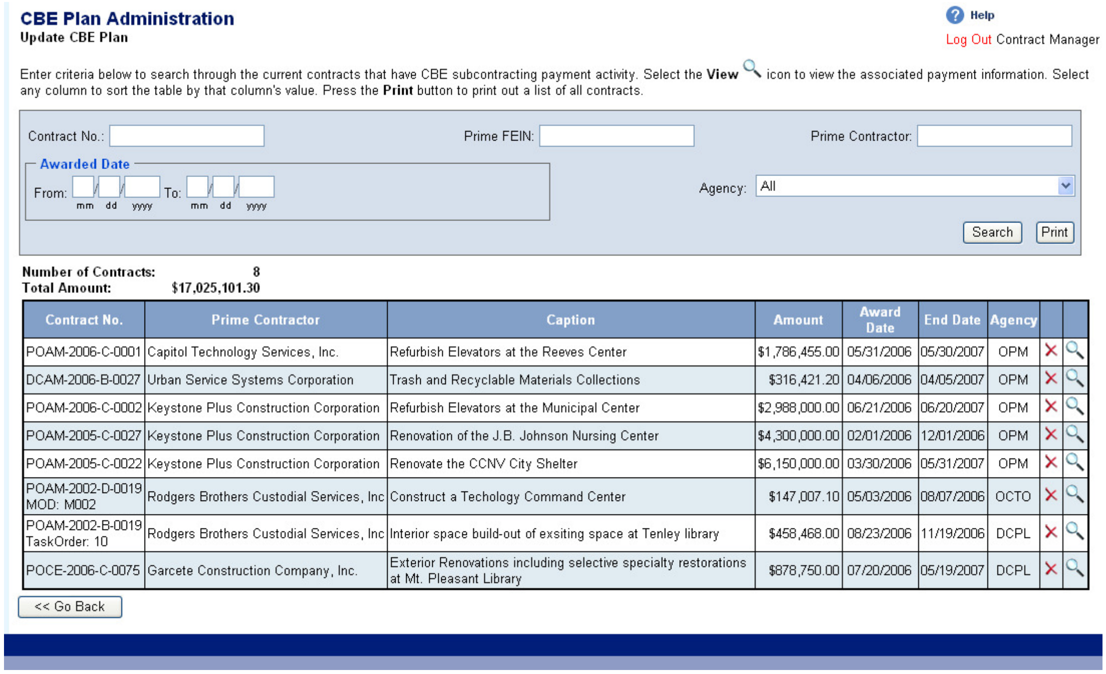


Figure 18: Update CBE Plan—Search Screen

1. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

   Enter **Contract Number** search criteria by entering the whole contract number into the field. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter **Prime Contractor** search criteria by FEIN or Company Name. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter **Award Date** search criteria in mm/dd/yyyy format. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter **End Date** search criteria in mm/dd/yyyy format. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter **Agency** search criteria by selecting an agency from the drop-down list. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

2. Select the "Search" button to refresh the screen. All active subcontractor payments that meet all search criteria entered will be displayed in the results table.

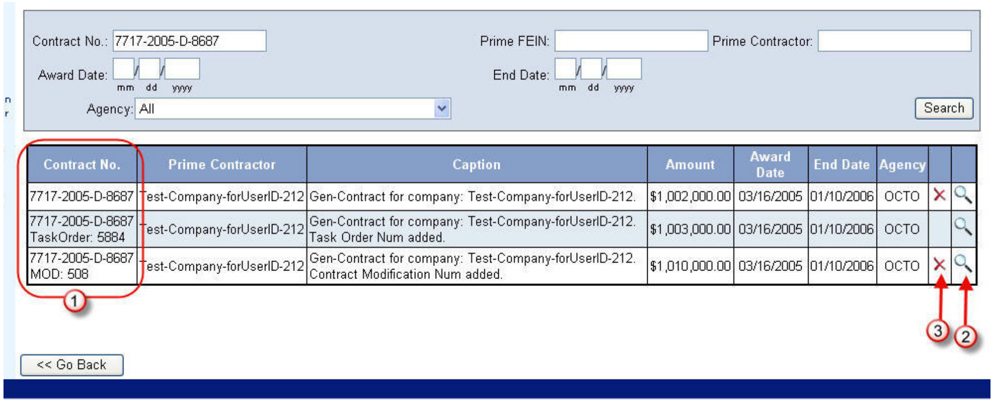


Figure 19: Update CBE Plan—Search Results

Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z), selecting it a second time will sort in a descending order (Z to A).

1. If you searched by Contract No., the results will display all contracts with any task order number, modification (MOD) number, or task order MOD number associated with the contract.

2. To view the details for a particular payment, select the View icon at the end of the row. This will take you to the detailed screen for that payment.

3. To delete a subcontracting plan that has no payments associated with it, select the Delete icon at the end of the row.

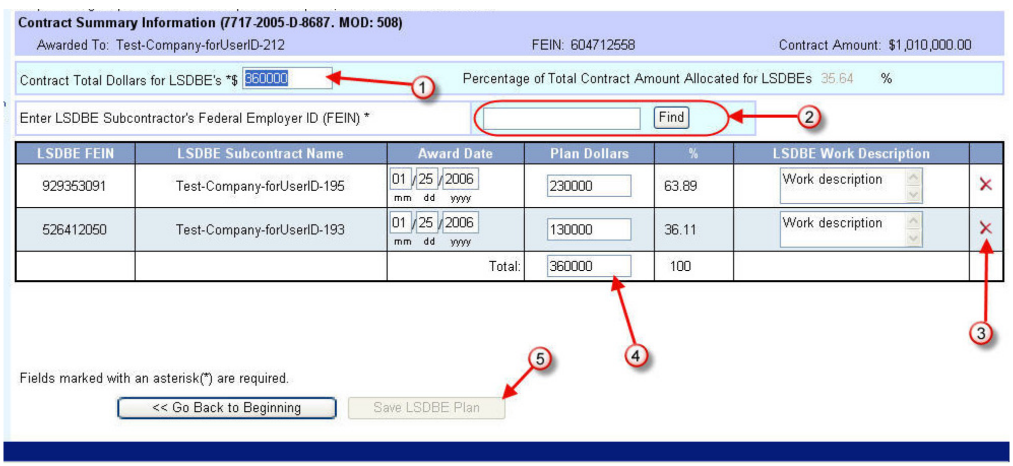


Figure 20: Update CBE Plan—Edit Fields

You may edit any of the following fields:

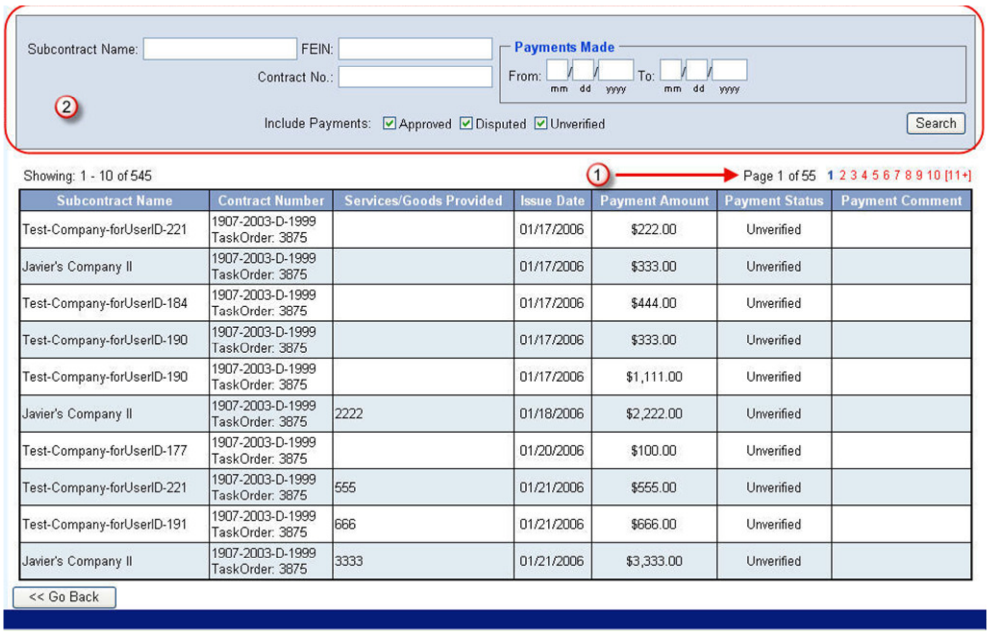
1. Contract Dollars
2. Enter a new subcontractor via FEIN
3. Delete a subcontractor

4. Change the Plan Dollars, Award Date or Work Description for a CBE (Changes to the Plan Dollars and subcontractor information must always ensure that 100 percent of the Contract Dollars is accounted for.)

5. Select Save to CBE Plan when you have completed your edits. Select “Go Back to the Beginning” to exit this screen without making any changes.

4.4 View Subcontractor Payments

Selecting “View Subcontractor Payments” displays the following screen.



Subcontract Name	Contract Number	Services/Goods Provided	Issue Date	Payment Amount	Payment Status	Payment Comment
Test-Company-forUserID-221	1907-2003-D-1999 TaskOrder: 3875		01/17/2006	$222.00	Unverified	
Javier's Company II	1907-2003-D-1999 TaskOrder: 3875		01/17/2006	$333.00	Unverified	
Test-Company-forUserID-184	1907-2003-D-1999 TaskOrder: 3875		01/17/2006	$444.00	Unverified	
Test-Company-forUserID-190	1907-2003-D-1999 TaskOrder: 3875		01/17/2006	$333.00	Unverified	
Test-Company-forUserID-190	1907-2003-D-1999 TaskOrder: 3875		01/17/2006	$1,111.00	Unverified	
Javier's Company II	1907-2003-D-1999 TaskOrder: 3875	2222	01/18/2006	$2,222.00	Unverified	
Test-Company-forUserID-177	1907-2003-D-1999 TaskOrder: 3875		01/20/2006	$100.00	Unverified	
Test-Company-forUserID-221	1907-2003-D-1999 TaskOrder: 3875	555	01/21/2006	$555.00	Unverified	
Test-Company-forUserID-191	1907-2003-D-1999 TaskOrder: 3875	666	01/21/2006	$666.00	Unverified	
Javier's Company II	1907-2003-D-1999 TaskOrder: 3875	3333	01/21/2006	$3,333.00	Unverified	

Figure 21: View Subcontractor Payments

1. The default view displays all subcontractor payments in the database. This will be many pages of material.

2. To narrow down the number of items displayed, enter search criteria in the top box and select the “Search” button. You can fine-tune what is displayed by selecting any combination of payments to include (checked boxes) or exclude (unchecked boxes).

4.5 Generate Payments Reports

Selecting “Generate Payments Reports” displays the following screen.

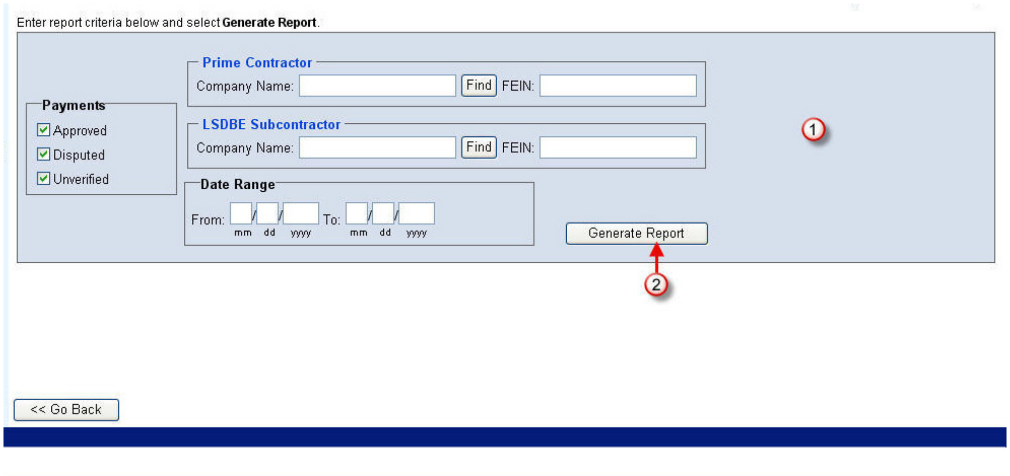


Figure 22: Generate Payment Reports

3. Enter criteria to customize the output of your Payments Report. Enter as much or as little information in the fields as you desire.

   Enter **Payments** criteria by checking the payment types you want to include in your report and unchecking those to exclude from your report. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

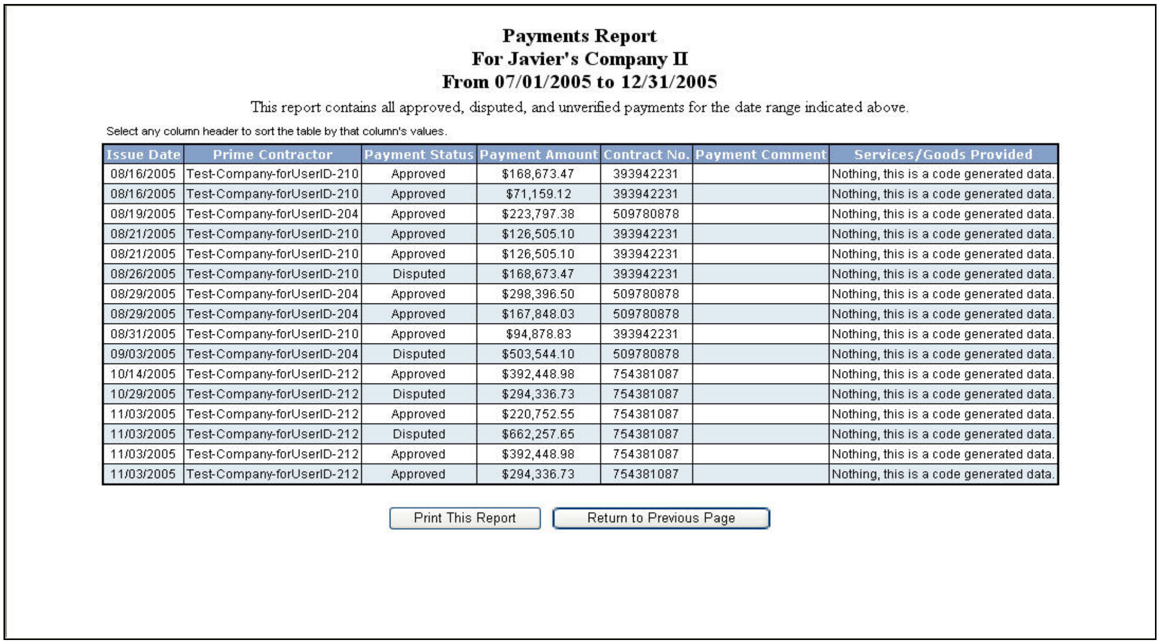
   Enter **Prime Contractor** criteria by entering either the Company Name or FEIN into the fields. If you enter two or more letters into the Company Name field, select the "Find" button to see a list of companies that have those letters in the name and select the desired one. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

   Enter **CBE Subcontractor** criteria by entering either the Company Name or FEIN into the fields. If you enter two or more letters into the Company Name field, select the "Find" button to see a list of companies that have those letters in the name and select the desired one. If you enter two or more letters into the name field, select the "Find" button to see a list of companies that have those letters in the name. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

   Enter **Date Range** criteria by entering a From and To dates in mm/dd/yyy format. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

4. Selecting **"Generate Report"** after entering some criteria will allow the system to gather all results that meet the criteria you entered. The results are displayed on a new screen.

For the following example, Javier's Company II and the dates of 7/1/2005 to 12/31/2005 were input into the filter fields and "Generate Report" was selected.



Payments Report
For Javier's Company II
From 07/01/2005 to 12/31/2005

This report contains all approved, disputed, and unverified payments for the date range indicated above.

Select any column header to sort the table by that column's values.

Issue Date	Prime Contractor	Payment Status	Payment Amount	Contract No.	Payment Comment	Services/Goods Provided
08/16/2005	Test-Company-forUserID-210	Approved	$168,673.47	393942231		Nothing, this is a code generated data.
08/16/2005	Test-Company-forUserID-210	Approved	$71,159.12	393942231		Nothing, this is a code generated data.
08/19/2005	Test-Company-forUserID-204	Approved	$223,797.38	509780878		Nothing, this is a code generated data.
08/21/2005	Test-Company-forUserID-210	Approved	$126,505.10	393942231		Nothing, this is a code generated data.
08/21/2005	Test-Company-forUserID-210	Approved	$126,505.10	393942231		Nothing, this is a code generated data.
08/26/2005	Test-Company-forUserID-210	Disputed	$168,673.47	393942231		Nothing, this is a code generated data.
08/29/2005	Test-Company-forUserID-204	Approved	$298,396.50	509780878		Nothing, this is a code generated data.
08/29/2005	Test-Company-forUserID-204	Approved	$167,848.03	509780878		Nothing, this is a code generated data.
08/31/2005	Test-Company-forUserID-210	Approved	$94,878.83	393942231		Nothing, this is a code generated data.
09/03/2005	Test-Company-forUserID-204	Disputed	$503,544.10	509780878		Nothing, this is a code generated data.
10/14/2005	Test-Company-forUserID-212	Approved	$392,448.98	754381087		Nothing, this is a code generated data.
10/29/2005	Test-Company-forUserID-212	Disputed	$294,336.73	754381087		Nothing, this is a code generated data.
11/03/2005	Test-Company-forUserID-212	Approved	$220,752.55	754381087		Nothing, this is a code generated data.
11/03/2005	Test-Company-forUserID-212	Disputed	$662,257.65	754381087		Nothing, this is a code generated data.
11/03/2005	Test-Company-forUserID-212	Approved	$392,448.98	754381087		Nothing, this is a code generated data.
11/03/2005	Test-Company-forUserID-212	Approved	$294,336.73	754381087		Nothing, this is a code generated data.

Print This Report
Return to Previous Page

Figure 23: Print Payments Report—Print Screen

Select "Print This Report" to pop-up a print dialog window. For your ease of reading, you may wish to set your printer preferences or options to print this report in a landscape view. You should already have a printer set as your default printer in order to do this. The following figure depicts one type of printer window that you may see. The actual window you see depends on your network configuration, printer, and what versions of software are running on your computer and printer. Select the "Print" button to send the report to the printer.

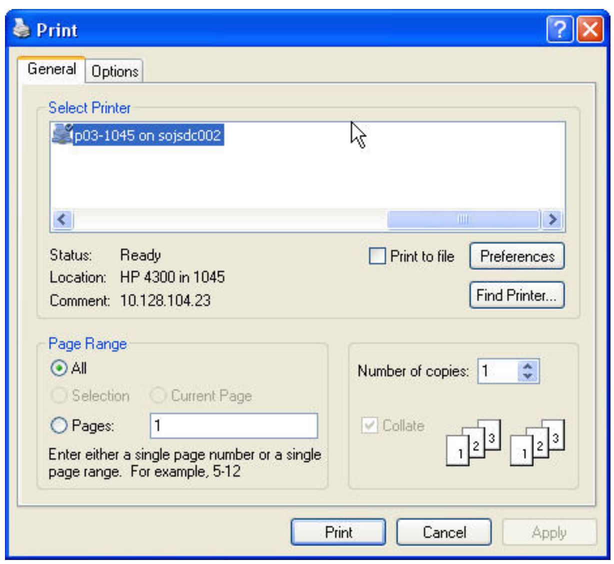


Figure 24: Print Pop-up Window

4.6 Create Mail Merge Data File

Selecting Create Mail Merge Data File will display the following screen:

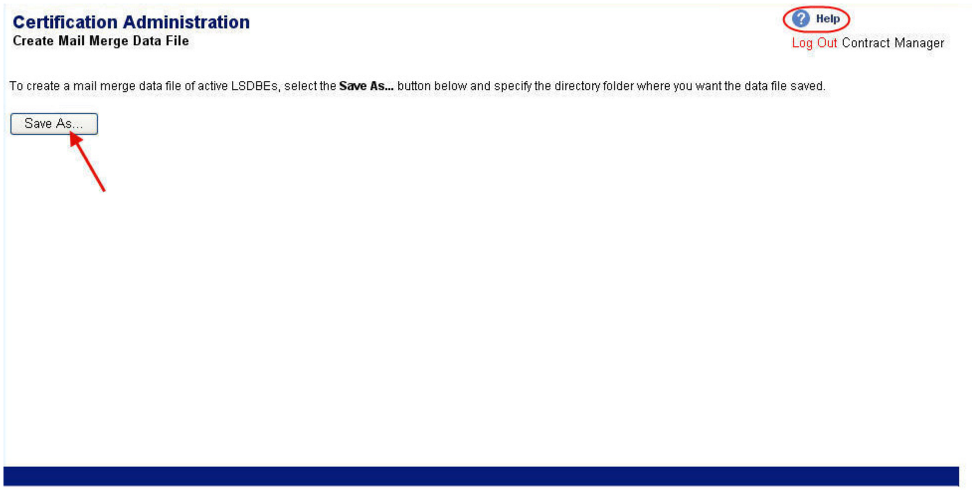


Figure 25: Create Mail Merge Data File Screen

The entire process has been explained in detail, including using Microsoft Word to generate labels and letters, in the Mail Merge User Guide (accessible from the Help link on the screen above). You should refer to this manual for all the details on using the Mail Merge feature.

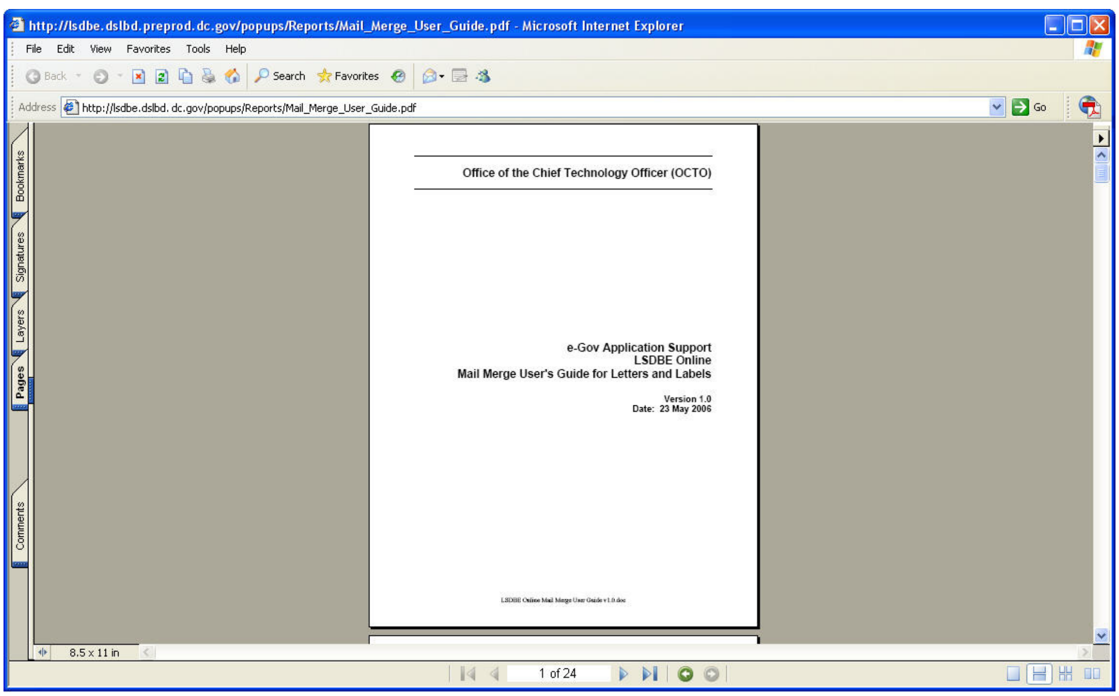


Figure 26: Mail Merge User's Guide

This section will only explain how to create the mail merge data file that will be used in Microsoft Word.

Select the "Save As…" button and the File Download popup appears.

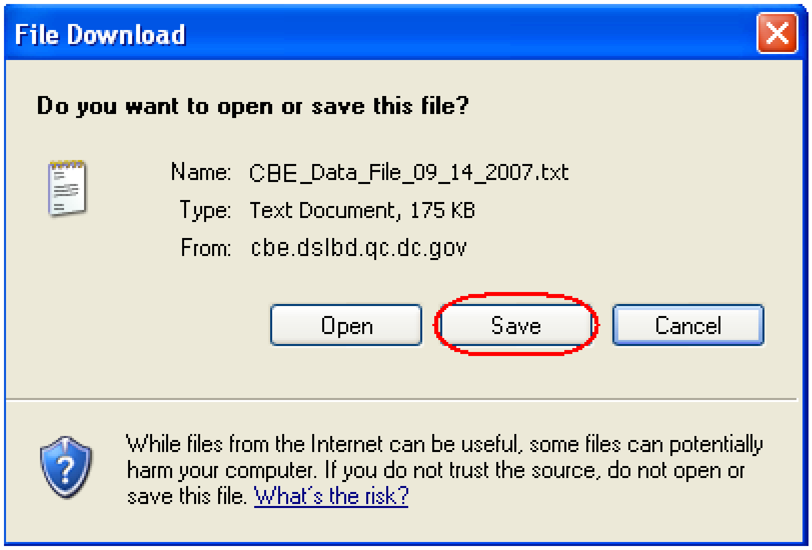


Figure 27: File Download Popup

Select "Save" to bring up the following screen where you will need to specify where to place the mail merge file.

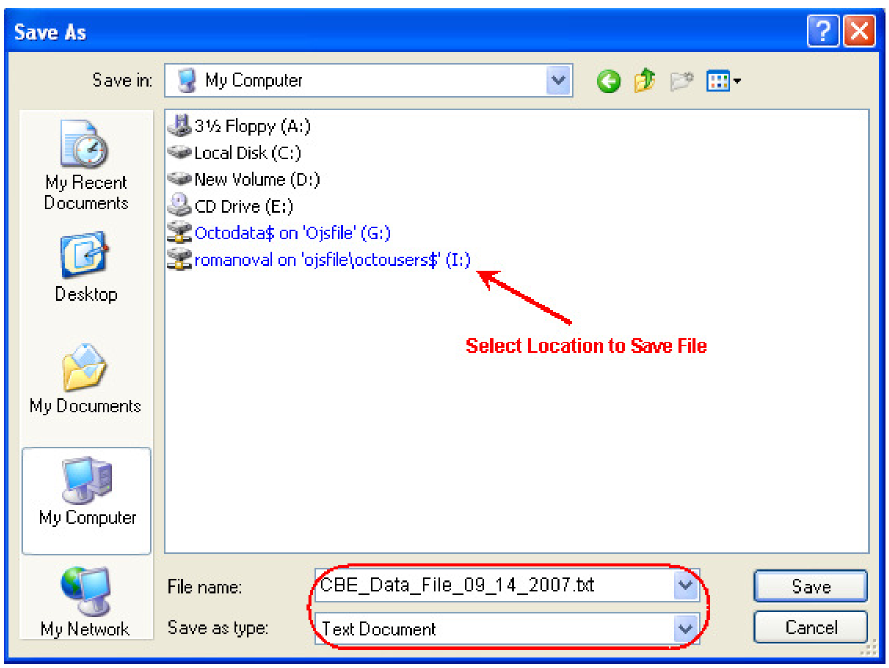
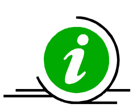


Figure 28: Save As Dialog Box

The system defaults the data file name to CBE_Data_File_*(current date)* but you may rename it and choose where on your local or network drives to save the file.



You **must** select the "Save as type" to be Text Document (*.txt)

Select the "Save" button on the Save As dialog box to create the data file. Once the file has been created and saved, a message appears stating, that the save was successful. You may "Close" the popup window.

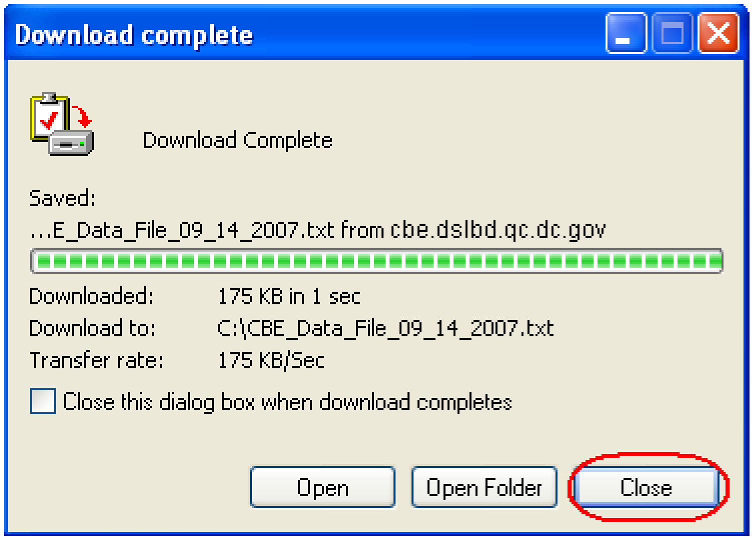


Figure 29: Download Complete Popup Window

5 Compliance Manager

5.1 Compliance Manager Administration

The Compliance Manager Administration screen displays. Select one of the options listed.

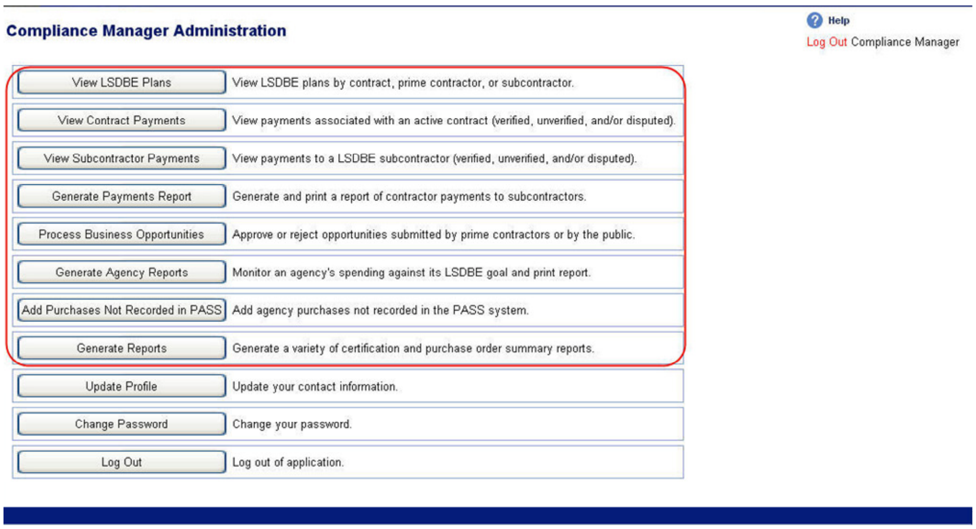


Figure 30: Compliance Manager Administration Screen

5.2 View CBE Plans

Selecting the "View CBE Plans" button displays the following screen. The default view displays all active CBE plans in the database. This will most likely take several pages to display.

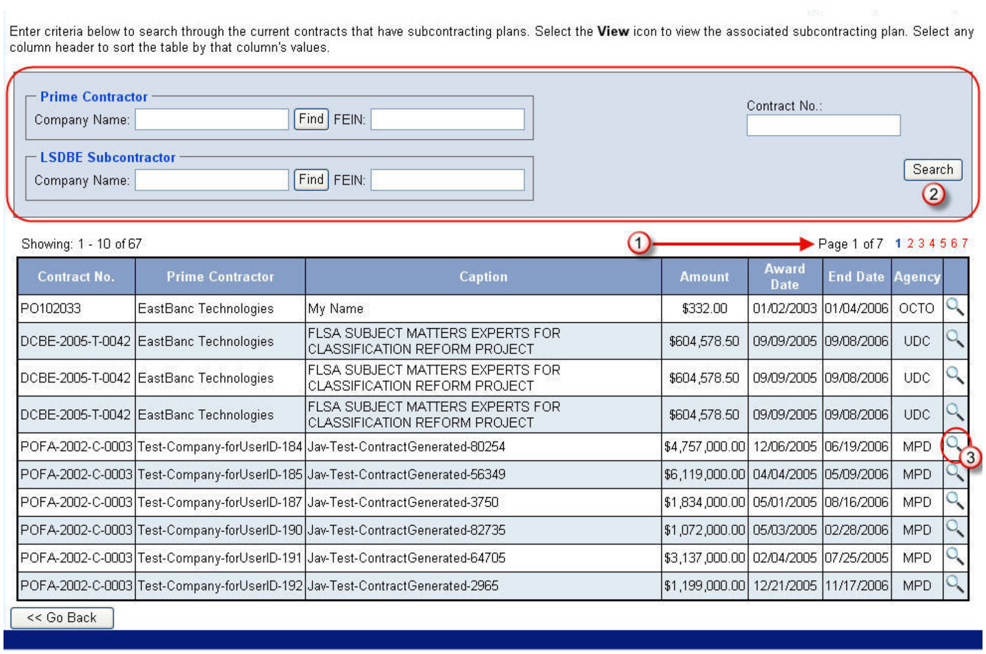


Figure 31: View CBE Plans Screen

1. The default view shows all active contracts where CBE subcontractor plans are required in the results table. This may be several pages. You should enter some search information in the search box to narrow down the results table.

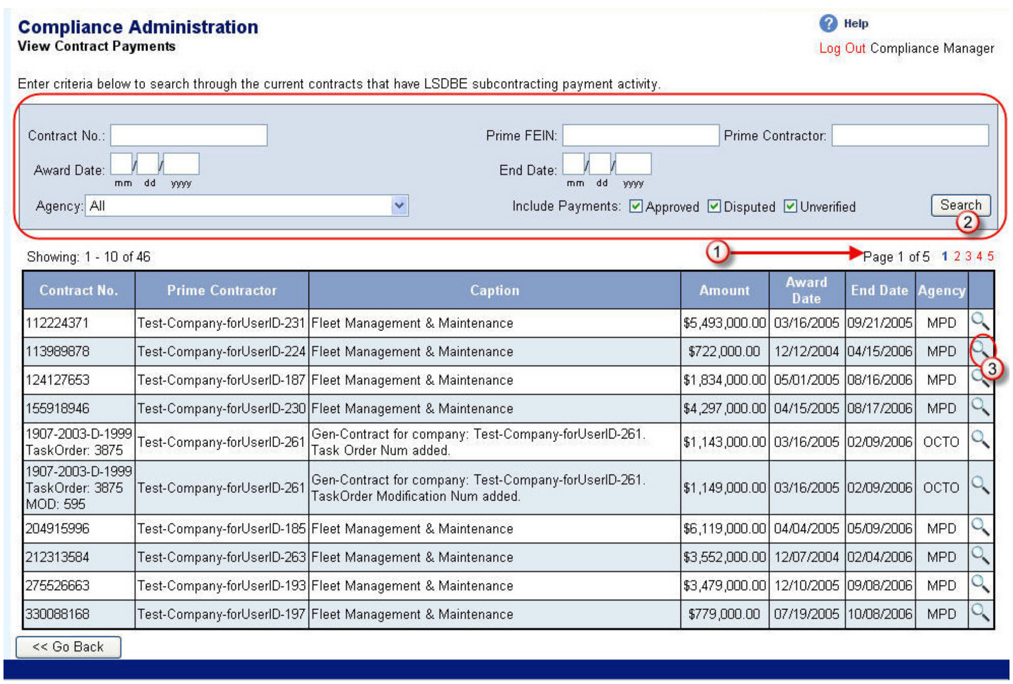
2. Enter information into any or all of the fields as desired.

   Enter **Prime Contractor** search criteria by Company Name and/or FEIN. If you enter two or more letters into the name field, select the "Find" button to see a list of companies that have those letters in the name. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter **CBE Subcontractor** search criteria by Company Name and/or FEIN. If you enter two or more letters into the name field, select the "Find" button to see a list of companies that have those letters in the name. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

   Enter **Contract Number** search criteria by entering the whole contract number into the field. If this is the only criteria you want to see, select the "Search" button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the "Search" button.

3. All active contracts with CBE subcontracting plan requirements that meet your search criteria will be displayed. If there is more than one page, go to the next page by selecting the number in the list at the top right of the table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). To select any one plan to view, select the View icon  at the end of the row. This will take you to the next screen.



Contract No.	Prime Contractor	Caption	Amount	Award Date	End Date	Agency	
112224371	Test-Company-forUserID-231	Fleet Management & Maintenance	$5,493,000.00	03/16/2005	09/21/2005	MPD	
113989878	Test-Company-forUserID-224	Fleet Management & Maintenance	$722,000.00	12/12/2004	04/15/2006	MPD	
124127653	Test-Company-forUserID-187	Fleet Management & Maintenance	$1,834,000.00	05/01/2005	08/16/2006	MPD	
155918946	Test-Company-forUserID-230	Fleet Management & Maintenance	$4,297,000.00	04/15/2005	08/17/2006	MPD	
1907-2003-D-1999 TaskOrder: 3875	Test-Company-forUserID-261	Gen-Contract for company: Test-Company-forUserID-261. Task Order Num added.	$1,143,000.00	03/16/2005	02/09/2006	OCTO	
1907-2003-D-1999 TaskOrder: 3875 MOD: 595	Test-Company-forUserID-261	Gen-Contract for company: Test-Company-forUserID-261. TaskOrder Modification Num added.	$1,149,000.00	03/16/2005	02/09/2006	OCTO	
204915996	Test-Company-forUserID-185	Fleet Management & Maintenance	$6,119,000.00	04/04/2005	05/09/2006	MPD	
212313584	Test-Company-forUserID-263	Fleet Management & Maintenance	$3,552,000.00	12/07/2004	02/04/2006	MPD	
275526663	Test-Company-forUserID-193	Fleet Management & Maintenance	$3,479,000.00	12/10/2005	09/08/2006	MPD	
330088168	Test-Company-forUserID-197	Fleet Management & Maintenance	$779,000.00	07/19/2005	10/08/2006	MPD	

Figure 32: View CBE Plans Detailed Screen

This is the detailed CBE plan screen. All information is read-only.

The header information for a contact is displayed. Header information comes from OCP and consists of:

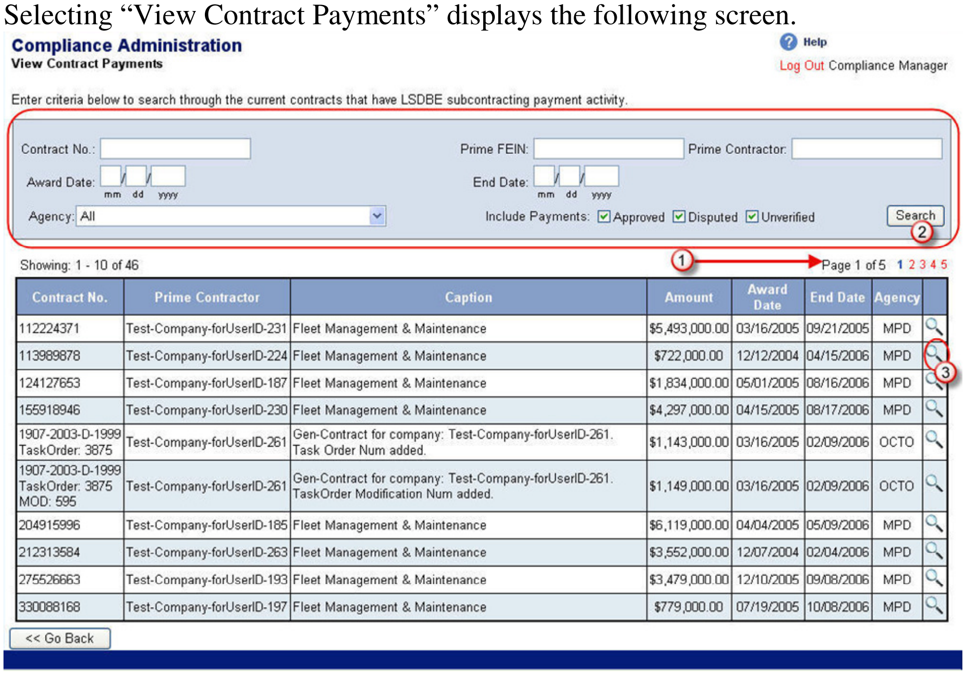
- Contract Number, MOD or Task Order numbers (if applicable)
- Amount of the contract
- Agency providing the contract
- Prime contractor (“Awarded To”)
- Date of Award (date the contract was given to the prime contractor)
- Contract End Date (date the contract is set to expire)
- Caption (a brief description or title for the contract as recorded in OCP's database)

Information for each CBE subcontractor is provided in a table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). The display includes Subcontractor's Name, Award Date, Plan Dollars that were set aside for the subcontractor, and Plan % (percentage of the set-aside dollars for that particular subcontractor; if you add the plan percentages together, they equal 100 percent.)

Select the Print icon  Print to print out a copy of this page.

5.3 View Contract Payments

Selecting “View Contract Payments” displays the following screen.



Compliance Administration
View Contract Payments

Help
Log Out Compliance Manager

Enter criteria below to search through the current contracts that have LSDBE subcontracting payment activity.

Contract No.: Prime FEIN: Prime Contractor:
Award Date: mm dd yyyy End Date: mm dd yyyy
Agency: All Include Payments: Approved Disputed Unverified Search
2

Showing: 1 - 10 of 46 1 Page 1 of 5 1 2 3 4 5

Contract No.	Prime Contractor	Caption	Amount	Award Date	End Date	Agency	
112224371	Test-Company-forUserID-231	Fleet Management & Maintenance	$5,493,000.00	03/16/2005	09/21/2005	MPD	
113989878	Test-Company-forUserID-224	Fleet Management & Maintenance	$722,000.00	12/12/2004	04/15/2006	MPD	3
124127653	Test-Company-forUserID-187	Fleet Management & Maintenance	$1,834,000.00	05/01/2005	08/16/2006	MPD	
155918946	Test-Company-forUserID-230	Fleet Management & Maintenance	$4,297,000.00	04/15/2005	08/17/2006	MPD	
1907-2003-D-1999 TaskOrder: 3875	Test-Company-forUserID-261	Gen-Contract for company: Test-Company-forUserID-261. Task Order Num added.	$1,143,000.00	03/16/2005	02/09/2006	OCTO	
1907-2003-D-1999 TaskOrder: 3875 MOD: 595	Test-Company-forUserID-261	Gen-Contract for company: Test-Company-forUserID-261. TaskOrder Modification Num added.	$1,149,000.00	03/16/2005	02/09/2006	OCTO	
204915996	Test-Company-forUserID-185	Fleet Management & Maintenance	$6,119,000.00	04/04/2005	05/09/2006	MPD	
212313584	Test-Company-forUserID-263	Fleet Management & Maintenance	$3,552,000.00	12/07/2004	02/04/2006	MPD	
275526663	Test-Company-forUserID-193	Fleet Management & Maintenance	$3,479,000.00	12/10/2005	09/08/2006	MPD	
330088168	Test-Company-forUserID-197	Fleet Management & Maintenance	$779,000.00	07/19/2005	10/08/2006	MPD	

<< Go Back

Figure 33: View Contract Payments Screen

1. The default view shows all active subcontractors with any kind of payments attached to them in the results table. This may be several pages. You should enter some search information in the search box to narrow down the results table.
2. Enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

   Enter **Contract Number** search criteria by entering the whole contract number into the field. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Enter **Prime Contractor** search criteria by FEIN or Company Name. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Enter **Award Date** search criteria in mm/dd/yyyy format. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Enter **End Date** search criteria in mm/dd/yyyy format. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Enter **Agency** search criteria by selecting an agency from the drop-down list. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Select **Payment** search criteria by checking the boxes in front of the type of payments you want to see. If you do not want to see a particular type of payments, uncheck the box and that type will not show up in the results table. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.
3. All active subcontractor payments that meet all search criteria entered will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). To view the details for a particular payment, select the View icon  at the end of the row. This will take you to the detailed screen for that payment.

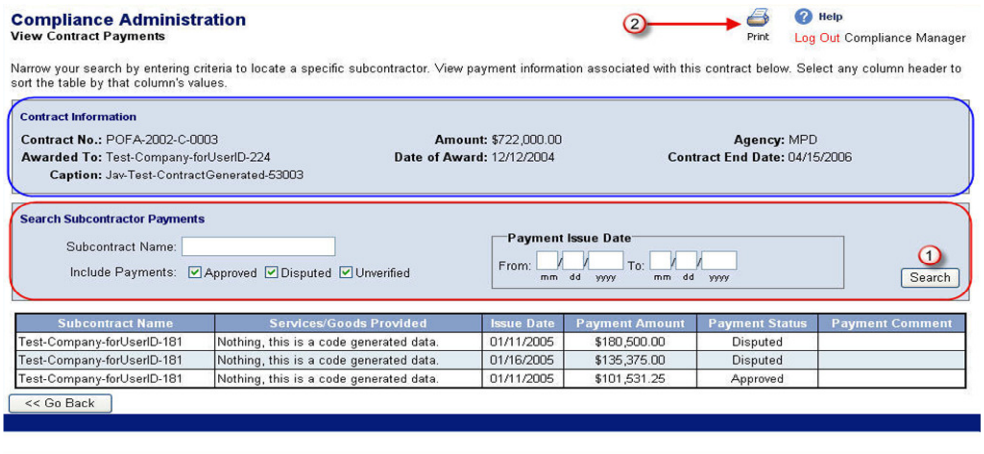


Figure 34: View Contract Payments detail Screen

1. The Contract Information box is read-only and contains the following contract information:
    - Contract Number, MOD or Task Order numbers (if applicable)
    - Amount of the contract
    - Agency providing the contract
    - Prime contractor (“Awarded To”)
    - Date of Award (date the contract was given to the prime contractor)
    - Contract End Date (date the contract is set to expire)
    - Caption (a brief description or title for the contract as recorded in OCP's database)

The default view shows all payments for the contract. This may be several pages of information. To narrow down the display, enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria.

Enter **Subcontractor Name** in the search field. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

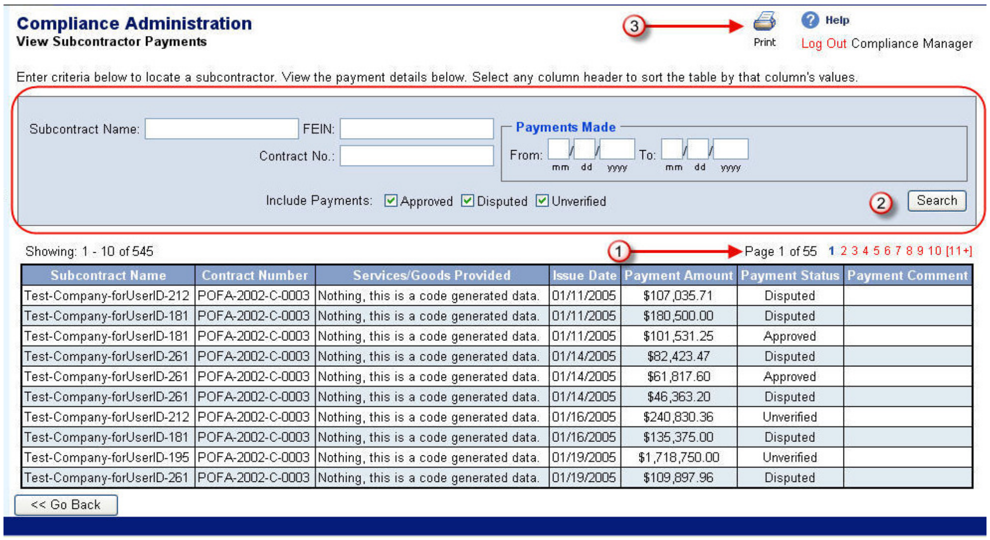
Enter **Payment Issue Date** search criteria in the fields provided. You should enter a date range in mm/dd/yyy format, with both a from and to dates. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

Select **Payment** search criteria by checking the boxes in front of the type of payments you want to see. If you do not want to see a particular type of payments, uncheck the box and that type will not show up in the results table. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

2. All subcontractor payments that meet your search criteria will be displayed in the results table. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A). Select the Print icon to print out a copy of the page.

5.4 View Subcontractor Payments

Selecting the “View Subcontractor Payments” button displays the following screen.



Subcontract Name	Contract Number	Services/Goods Provided	Issue Date	Payment Amount	Payment Status	Payment Comment
Test-Company-forUserID-212	POFA-2002-C-0003	Nothing, this is a code generated data.	01/11/2005	$107,035.71	Disputed	
Test-Company-forUserID-181	POFA-2002-C-0003	Nothing, this is a code generated data.	01/11/2005	$180,500.00	Disputed	
Test-Company-forUserID-181	POFA-2002-C-0003	Nothing, this is a code generated data.	01/11/2005	$101,531.25	Approved	
Test-Company-forUserID-261	POFA-2002-C-0003	Nothing, this is a code generated data.	01/14/2005	$82,423.47	Disputed	
Test-Company-forUserID-261	POFA-2002-C-0003	Nothing, this is a code generated data.	01/14/2005	$61,817.60	Approved	
Test-Company-forUserID-261	POFA-2002-C-0003	Nothing, this is a code generated data.	01/14/2005	$46,363.20	Disputed	
Test-Company-forUserID-212	POFA-2002-C-0003	Nothing, this is a code generated data.	01/16/2005	$240,830.36	Unverified	
Test-Company-forUserID-181	POFA-2002-C-0003	Nothing, this is a code generated data.	01/16/2005	$135,375.00	Disputed	
Test-Company-forUserID-195	POFA-2002-C-0003	Nothing, this is a code generated data.	01/19/2005	$1,718,750.00	Unverified	
Test-Company-forUserID-261	POFA-2002-C-0003	Nothing, this is a code generated data.	01/19/2005	$109,897.96	Disputed	

Figure 35: View Subcontractor Payments Screen

1. The default view displays all active subcontractors with any kind of payments attached to them that are in the database.

2. To narrow down the number of items displayed, enter search criteria in the top box and select the “Search” button. You can fine tune what is displayed by selecting any combination of payments to include (checked boxes) or exclude (unchecked boxes).

3. To print out the results, select the Print icon 

.

5.5 Generate Payments Report

Selecting the “Generate Payments Report” button displays the following screen.

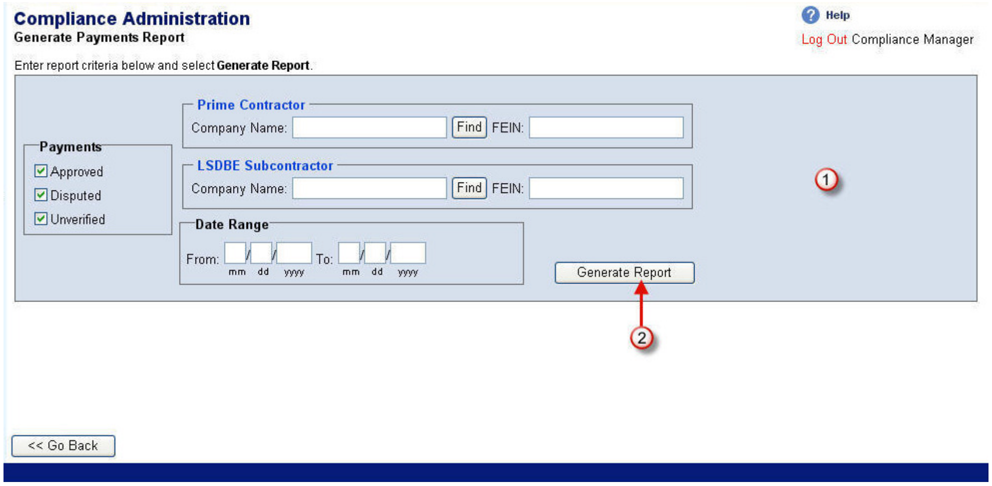


Figure 36: Print Payment Reports Screen

1. Enter criteria to customize the output of your Payments Report. Enter as much or as little information in the fields as you desire.

   Enter **Payments** criteria by checking the payment types you want to include in your report and un-checking those to exclude from your report. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

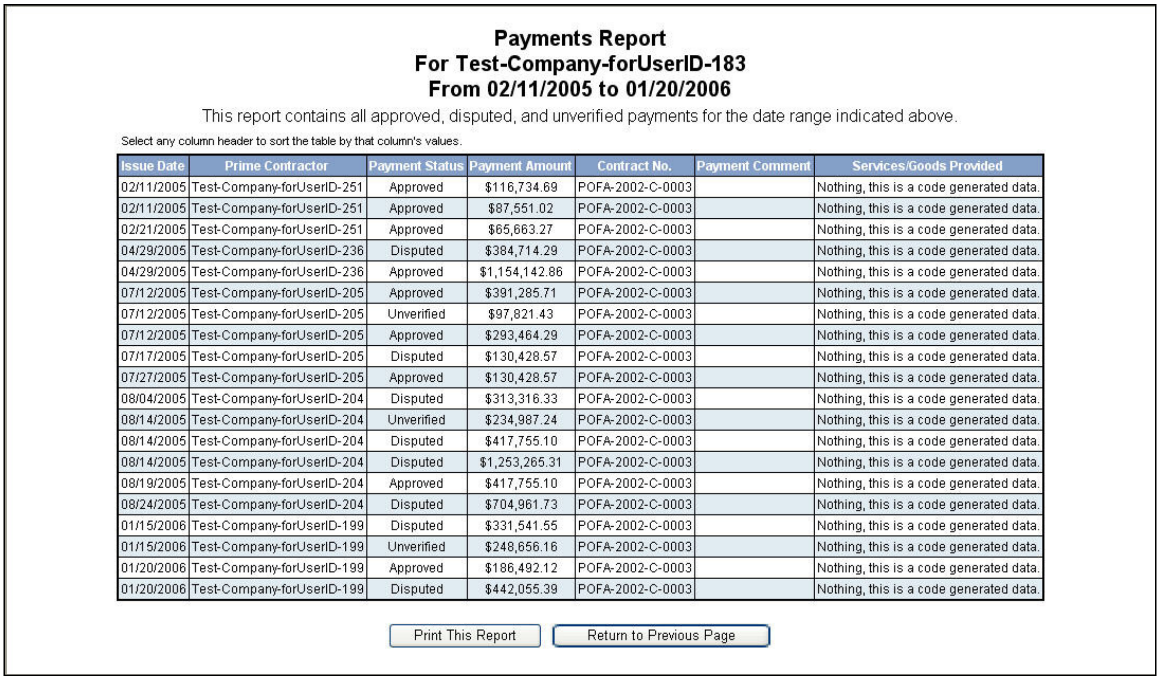
   Enter **Prime Contractor** criteria by entering either the Company Name or FEIN into the fields. If you enter two or more letters into the Company Name field, select the "Find" button to see a list of companies that have those letters in the name and select the desired one. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

   Enter **CBE Subcontractor** criteria by entering either the Company Name or FEIN into the fields. If you enter two or more letters into the Company Name field, select the "Find" button to see a list of companies that have those letters in the name and select the desired one. If you enter two or more letters into the name field, select the "Find" button to see a list of companies that have those letters in the name. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

   Enter **Date Range** criteria by entering a "From" and "To" dates in mm/dd/yyy format. If this is the only criteria you want to see on your report, select the "Generate Report" button, and the results will be displayed in a new screen. If you want to enter other criteria, you may do so before selecting the "Generate Reports" button.

2. Selecting **"Generate Reports"** after entering some criteria will allow the system to gather all results that meet the criteria you entered. The results are displayed on a new screen.

For the following example, Test-Company-forUserID-183 was input as the Subcontractor Name.



Payments Report
For Test-Company-forUserID-183
From 02/11/2005 to 01/20/2006

This report contains all approved, disputed, and unverified payments for the date range indicated above.

Select any column header to sort the table by that column's values.

Issue Date	Prime Contractor	Payment Status	Payment Amount	Contract No.	Payment Comment	Services/Goods Provided
02/11/2005	Test-Company-forUserID-251	Approved	$116,734.69	POFA-2002-C-0003		Nothing, this is a code generated data.
02/11/2005	Test-Company-forUserID-251	Approved	$87,551.02	POFA-2002-C-0003		Nothing, this is a code generated data.
02/21/2005	Test-Company-forUserID-251	Approved	$65,663.27	POFA-2002-C-0003		Nothing, this is a code generated data.
04/29/2005	Test-Company-forUserID-236	Disputed	$384,714.29	POFA-2002-C-0003		Nothing, this is a code generated data.
04/29/2005	Test-Company-forUserID-236	Approved	$1,154,142.86	POFA-2002-C-0003		Nothing, this is a code generated data.
07/12/2005	Test-Company-forUserID-205	Approved	$391,285.71	POFA-2002-C-0003		Nothing, this is a code generated data.
07/12/2005	Test-Company-forUserID-205	Unverified	$97,821.43	POFA-2002-C-0003		Nothing, this is a code generated data.
07/12/2005	Test-Company-forUserID-205	Approved	$293,464.29	POFA-2002-C-0003		Nothing, this is a code generated data.
07/17/2005	Test-Company-forUserID-205	Disputed	$130,428.57	POFA-2002-C-0003		Nothing, this is a code generated data.
07/27/2005	Test-Company-forUserID-205	Approved	$130,428.57	POFA-2002-C-0003		Nothing, this is a code generated data.
08/04/2005	Test-Company-forUserID-204	Disputed	$313,316.33	POFA-2002-C-0003		Nothing, this is a code generated data.
08/14/2005	Test-Company-forUserID-204	Unverified	$234,987.24	POFA-2002-C-0003		Nothing, this is a code generated data.
08/14/2005	Test-Company-forUserID-204	Disputed	$417,755.10	POFA-2002-C-0003		Nothing, this is a code generated data.
08/14/2005	Test-Company-forUserID-204	Disputed	$1,253,265.31	POFA-2002-C-0003		Nothing, this is a code generated data.
08/19/2005	Test-Company-forUserID-204	Approved	$417,755.10	POFA-2002-C-0003		Nothing, this is a code generated data.
08/24/2005	Test-Company-forUserID-204	Disputed	$704,961.73	POFA-2002-C-0003		Nothing, this is a code generated data.
01/15/2006	Test-Company-forUserID-199	Disputed	$331,541.55	POFA-2002-C-0003		Nothing, this is a code generated data.
01/15/2006	Test-Company-forUserID-199	Unverified	$248,656.16	POFA-2002-C-0003		Nothing, this is a code generated data.
01/20/2006	Test-Company-forUserID-199	Approved	$186,492.12	POFA-2002-C-0003		Nothing, this is a code generated data.
01/20/2006	Test-Company-forUserID-199	Disputed	$442,055.39	POFA-2002-C-0003		Nothing, this is a code generated data.

Print This Report   Return to Previous Page

Figure 37: Print Payments Report – Generate Report Selected

Select "Print This Report" to pop-up a print dialog window. For your ease of reading, you may wish to set your printer preferences or options to print this report in a landscape view. You should already have a printer set as your default printer in order to do this. The following figure depicts one type of printer window that you may see. The actual window you see depends on your network configuration, printer, and what versions of software you are running on your computer and printer. Select the "Print" button to send the report to the printer.

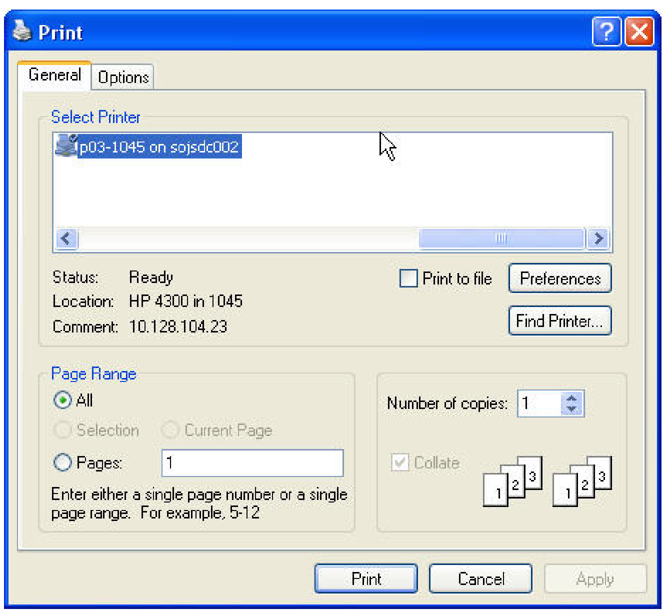


Figure 38: Print Pop-up Window

5.6 Process Business Opportunities

Business opportunities allow both companies and agencies to “advertise” for additional help as well as allowing certified CBE companies to look for new or additional work. Opportunities are submitted in two ways. Prime contractors (vs. public agencies and companies) may submit an opportunity for an existing contract while they are logged into the application. Any agency or company can submit an opportunity via the Internet. All opportunities are reviewed and either approved or rejected. Emails are automatically sent to the companies that sent in the opportunities letting them know the status.

Selecting the “Process Business Opportunities” button displays the following screen.

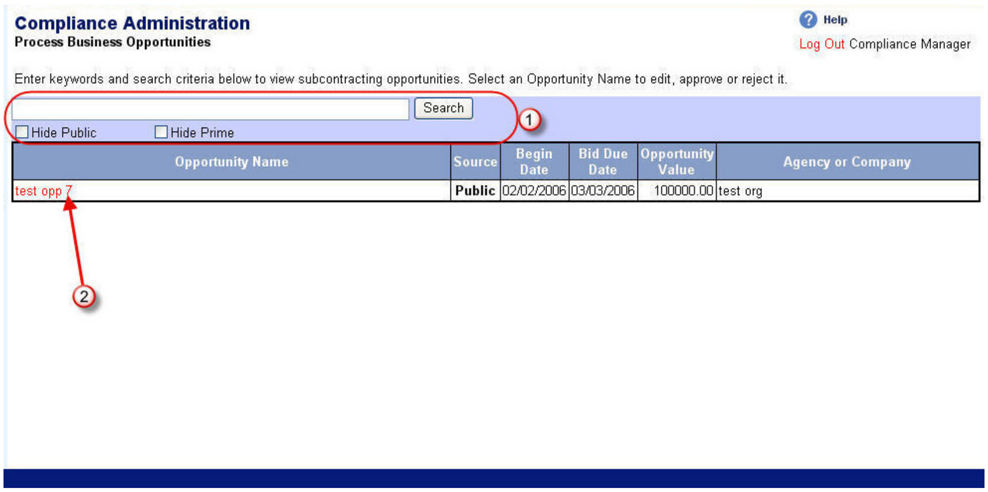


Figure 39: Approve Business Opportunities Screen

The default view lists all opportunities submitted by both the public and prime contractors.

1. If the display if very large, you may want to narrow down your search. Enter a word or phrase to search for a specific opportunity. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Check the “Hide Public” box to display only prime-contractor submitted opportunities. Check the “Hide Prime” box to display only the publicly submitted opportunities. Do not check both boxes or else nothing will be displayed. The default is to display both kinds of opportunities (both boxes unchecked). If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.
2. The submitted opportunities are displayed in a table with the following fields:
   - Opportunity Name (brief description of the opportunity)
   - Source (public or prime)
   - Begin Date (date the opportunity is available)
   - Bid Due Date (date bids are due into the agency or company)
   - Opportunity Value (dollar amount available)
   - Agency or Company (that submitted the opportunity)

Choose an opportunity by selecting the Opportunity Name in order to display the details in a new screen.

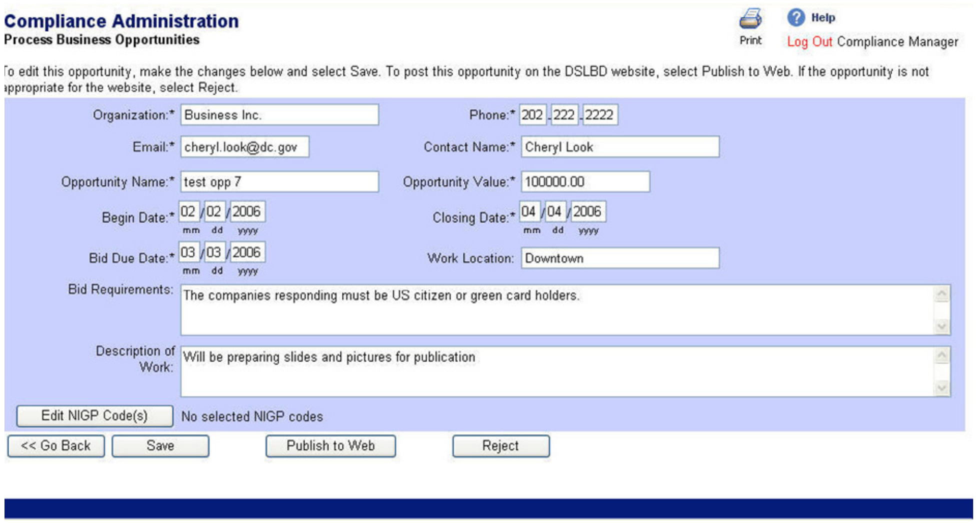


Figure 40: Subcontracting Opportunity Submitted by a Public Company

Select an opportunity to see the details of the submission. You can edit some of the fields if necessary (i.e., wording, punctuation, grammar).

The difference between a prime-company opportunity submitted via CBE Online and one sent in via the Internet is that the prime's subcontracting opportunity is specific to a contract that they are currently associated with.

Select "Publish to Web" to accept the opportunity or "Reject" to reject the opportunity. An email notifies the submitter when the opportunity has been rejected.

5.7 Generate Agency Reports

Selecting "Generate Agency Reports" displays the following screen.

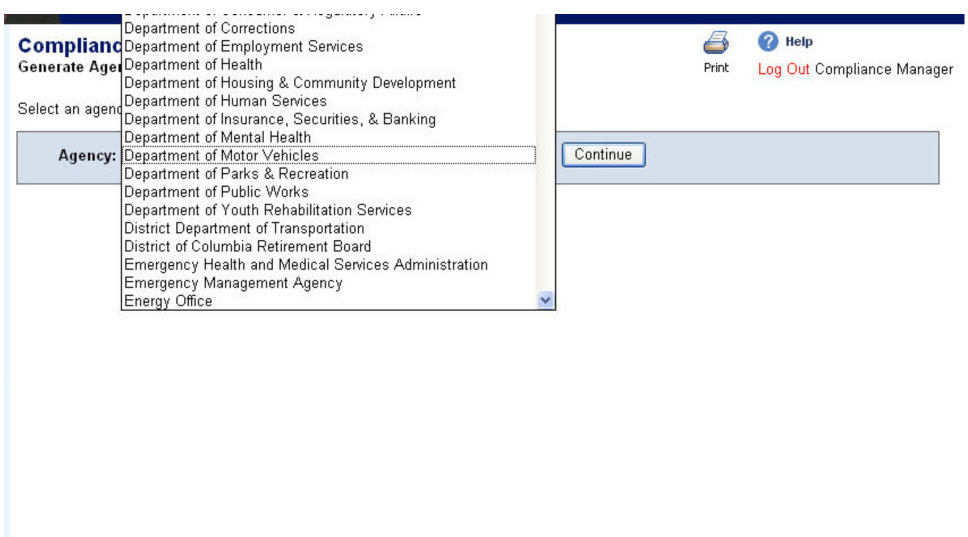
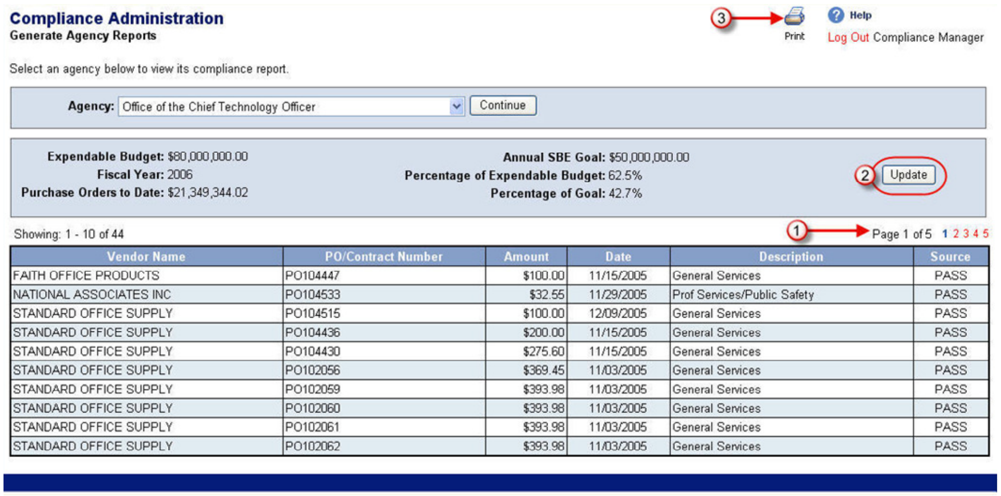


Figure 41: Generate Agency Reports Screen

Enter an Agency from the drop-down list and select "Continue".

The following screen displays the agency goals with all purchase orders in the system to date; this will most likely be several pages.



Vendor Name	PO/Contract Number	Amount	Date	Description	Source
FAITH OFFICE PRODUCTS	PO104447	$100.00	11/15/2005	General Services	PASS
NATIONAL ASSOCIATES INC	PO104533	$32.55	11/29/2005	Prof Services/Public Safety	PASS
STANDARD OFFICE SUPPLY	PO104515	$100.00	12/09/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO104436	$200.00	11/15/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO104430	$275.60	11/15/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO102056	$369.45	11/03/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO102059	$393.98	11/03/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO102060	$393.98	11/03/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO102061	$393.98	11/03/2005	General Services	PASS
STANDARD OFFICE SUPPLY	PO102062	$393.98	11/03/2005	General Services	PASS

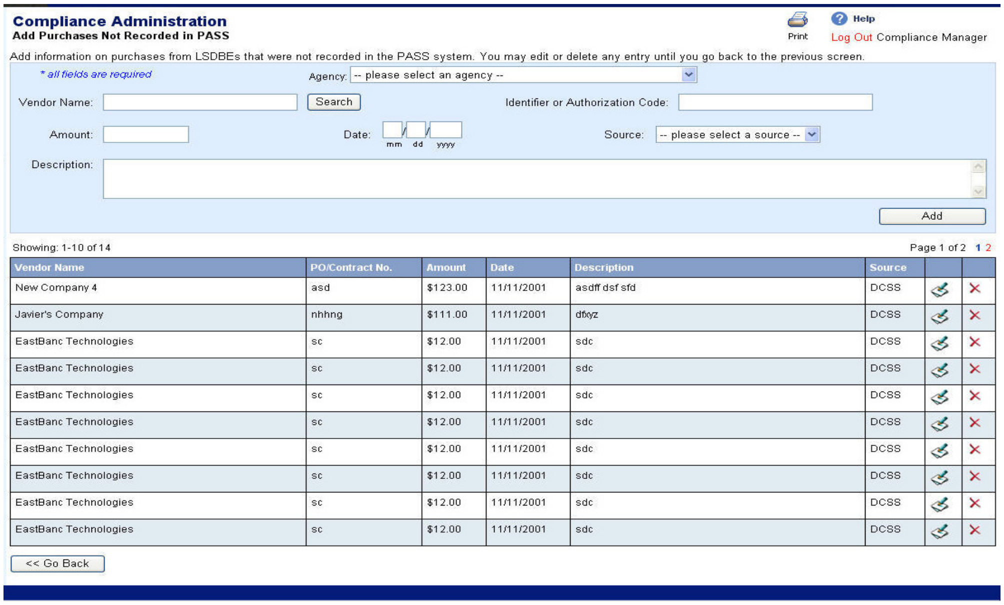
Figure 42: View Agency Compliance Screen

1. The selected agency's fiscal year goals that were input by the Agency at the start of the fiscal year are displayed. Agencies are allowed to input their goals only once per fiscal year. The fields displayed are:
   - Expendable Budget
   - Annual CBE Goal—the amount of the expendable budget that the agency has committed to set aside for CBE awards
   - Fiscal Year—the date of the displayed budget
   - Percentage of Expendable Budget— the percentage of the expendable budget that was set aside for CBE awards
   - Purchase Orders to Date—the total of all purchase order that are currently in PASS
   - Percentage of Goal—how much of the total set-aside for CBE awards has been awarded.

   The Purchase Order (PO) information shown in the table at the bottom is updated regularly from PASS and is read-only. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).
2. The "Update" button will be shown if the agency has entered their fiscal year goals. Use this button to open up the Expendable Budget and Annual CBE Goal fields for editing. Enter the changes and select "Save."
3. Select the Print icon Print to print out a copy of this report.

5.8 Add Purchases Not Recorded in PASS

Selecting "Add Purchases Not Recorded in PASS" from the Administration screen will display the following screen.



Vendor Name	PO/Contract No.	Amount	Date	Description	Source		
New Company 4	asd	$123.00	11/11/2001	asdff dsf sfd	DCSS		
Javier's Company	nhhng	$111.00	11/11/2001	dfxyz	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		
EastBanc Technologies	sc	$12.00	11/11/2001	sdc	DCSS		

Figure 43: Add Purchases Not Recorded in PASS Screen

1. Select an Agency from the dropdown list.
2. Enter a Vendor name. You may enter part of a name and select Search to see a list of all vendors that match the search criteria.
3. Enter an Amount in the Amount field.
4. Enter the Date the purchase was made.
5. Select a Source from the drop-down field. Your choices are DCSS (DC Supply Schedule) or PC (Purchase Card).
6. Enter Identification or Authorization Code (typically, when PC is selected as the Source this field will be utilized). This field may be left blank.
7. Enter a Description of the purchase.
8. Select Add to enter the purchase into the list.

Select the Edit icon for a specific item to change the fields, if necessary. The fields above the table will populate with that item's information. Make your changes in the fields and Select Apply Changes.

Select the Delete icon to remove an item from the list.

5.9 Generate Reports- Selecting "Generate Reports" from the Administration screen will display the following screen.

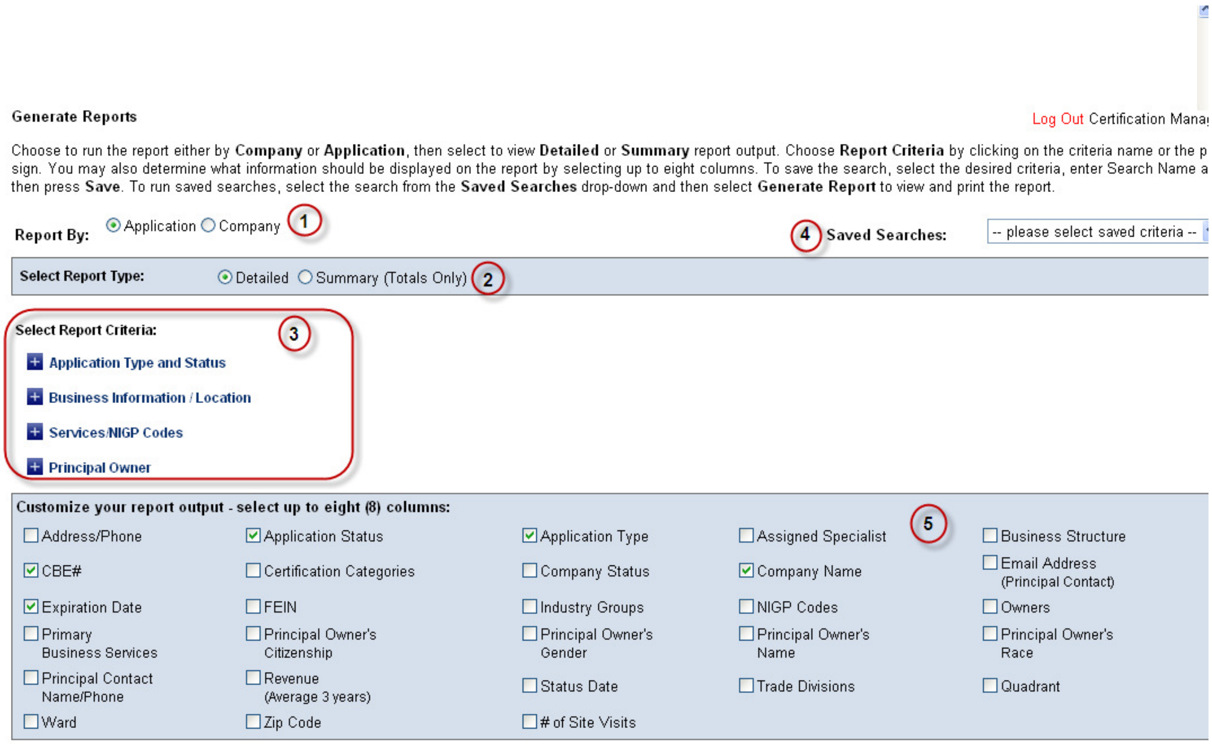


Figure 44: Generate Reports Screen

1. Select **Report By**: Application or Company.
2. Select **Report Type**: Detailed or Summary (Totals Only). Detailed is the default selection when you first access this screen.
3. Select the desired **Report Criteria** from the following groups:
   - Application Type and Status
   - Business Information/Location
   - Services/NIGP Codes
   - Principal Owner

Selecting the plus (+) sign next to each group will open selection criteria fields for that group. (as illustrated on the screenshot below for Application Type and Status)

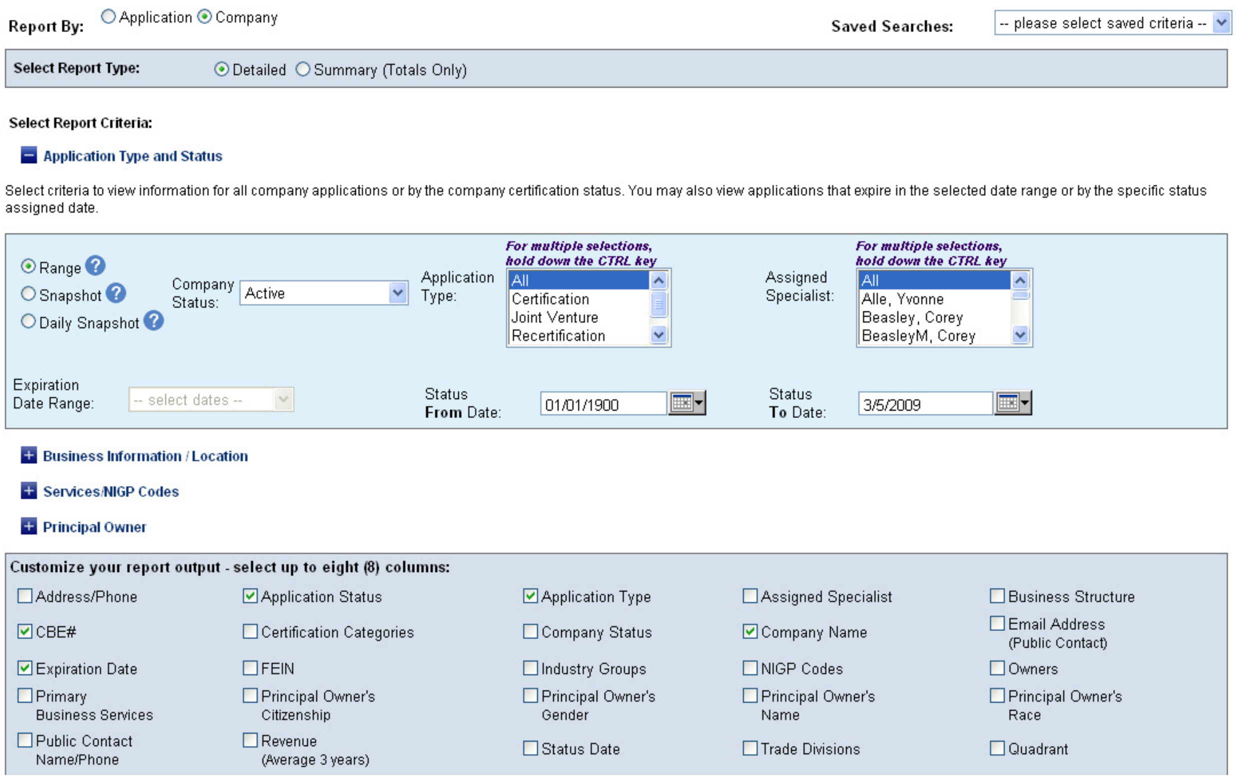


Figure 45: Application Type and Status – Selection Criteria

You may select criteria in only one or in all four groups. If you do not make any selections, i.e. leave "ALL" as a default criteria in each group, report will display all the records in the database.

For a Company Report you may select one of the three options to run a company report within a specific timeframe**:**

- **Range-** allows you to run a "From-To" date range company report.
- **Snapshot-** allows you to run a one day company report.
- **Daily Snapshot-** allows you run a trend line report calculated for each day within the chosen date range.

1. **Enter Search Name** box allows you to save your selected search criteria for future re-runs. Enter the Search Name and then select Save. Newly saved search will appear in the **Saved Searches** drop-down at the top of the page.
2. **Customize your report output** box will only be shown if **Detailed** Report Type is selected. You may choose what information will be displayed on the report based on the chosen criteria by selecting up to eight (8) report columns.

   The following columns are pre-selected on the screen: Application Status, Application Type, CBE #, Company Name, and Expiration Date. You may de-select these columns and choose different ones for your report. For example, if your criteria is all the "Certification" applications that are "Pending", you may choose to see such information on the report as Company Name, CBE #, Assigned Specialist, Status Date and Public Contact Name/Phone.

If **Summary** Report Type is selected, **Select Group By** options box will be displayed on the screen.

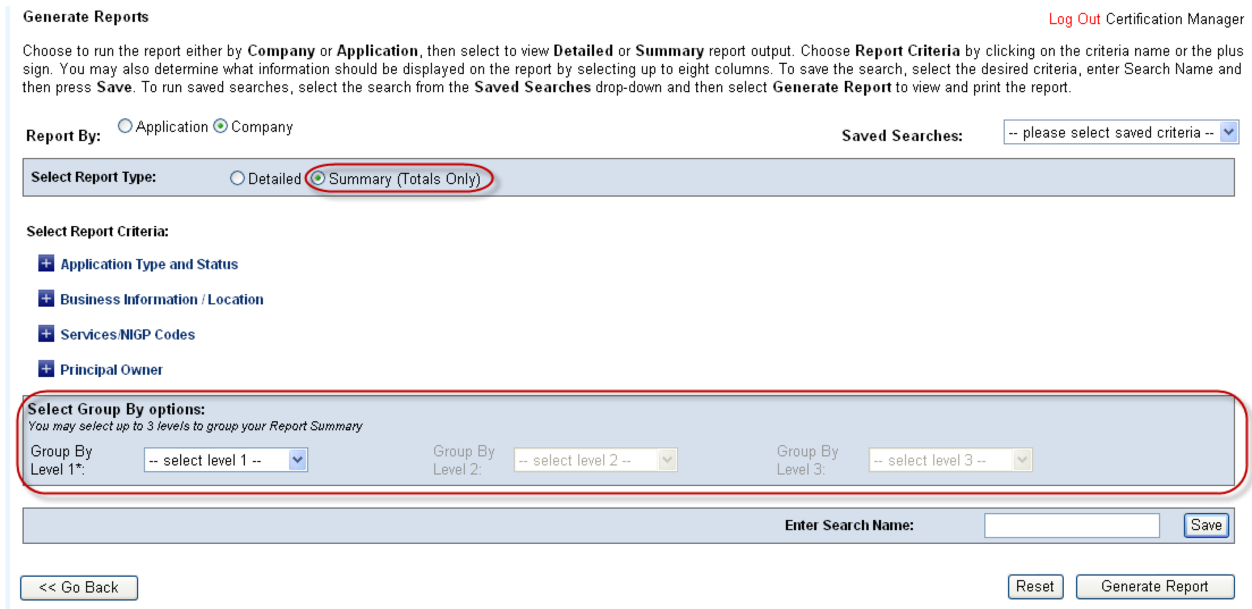


Figure 46: Select Group By options for Summary Report Type

If **Summary** Report Type is selected, **Select Group By** options box will be displayed on the screen.

On your summary report, you may view three levels of totals. You must select at least one level – Group By Level 1. When level 1 is selected, you may select Group By Level 2 and then Group By Level 3. For example, your selection criteria is all “Certification” applications. For the group by options, you may choose the following:

- Group By Level 1 – Application Type
- Group By Level 2 – Application Status
- Group By Level 3 – Gender (principal owner’s gender).
- Report output will then show three levels of totals:
- By Application Type (Total # of Certification applications)
- By Application Status (Total # of Certification applications for each status, i.e. Pending, Approved, Denied, etc.)
- By Gender (Total # of Certification applications with female and male principal owner)

3. **Enter Search Name** box allows you to save your selected search criteria for future re-runs. Enter the Search Name and then select Save. Newly saved search will appear in the **Saved Searches** drop-down at the top of the page.

4. Select “Generate Report” button to view the report. A sample detailed report is shown below.

(this control box will not be printed)
print entire report close window

Results for the following Report Criteria:
Application Type: **Certification**
Application Status: **Approved**
Expiration Date Range: **in 90 days**
Zip Code: **20005**

Tuesday, September 18, 2007

Total # of Records: 8

Application Status	Application Type	CBE#	Company Name	Expiration Date
Approved	Certification	LSZR 10200715654	Park USA, Inc.	10/20/2007
Approved	Certification	LS 11200716270	Yellow House Associates, LLC	11/08/2007
Approved	Certification	LSD 09200716498	Liberated Marketing & Communications, LLC	09/28/2007
Approved	Certification	LSD 10200716529	Hardie Industries, Inc.	10/20/2007
Approved	Certification	LS 09200716546	Levine & Associates, Inc.	09/28/2007
Approved	Certification	LS 09200716591	Bilingual Temps, LLC d.b.a. Multilingual Experts Interpreters & Translators	09/28/2007
Approved	Certification	LSDZR 09200716612	Inner city Development, LLC	09/28/2007
Approved	Certification	LSD 11200716631	Proxy Personnel, LLC	11/08/2007

Figure 47: Detailed Report

Criteria selected for the report is shown at the top of the page followed by the current date and total # of records found.

Select "close window" to return to the selection criteria screen. Select "print entire report" to pop-up a print dialog window. For your ease of reading, you may wish to set your printer preferences or options to print this report in a landscape view. You should already have a printer set as your default printer in order to do this. The following figure depicts one type of printer window that you may see. The actual window you see depends on your network configuration, printer, and what versions of software are running on your computer and printer. Select the "Print" button to send the report to the printer.

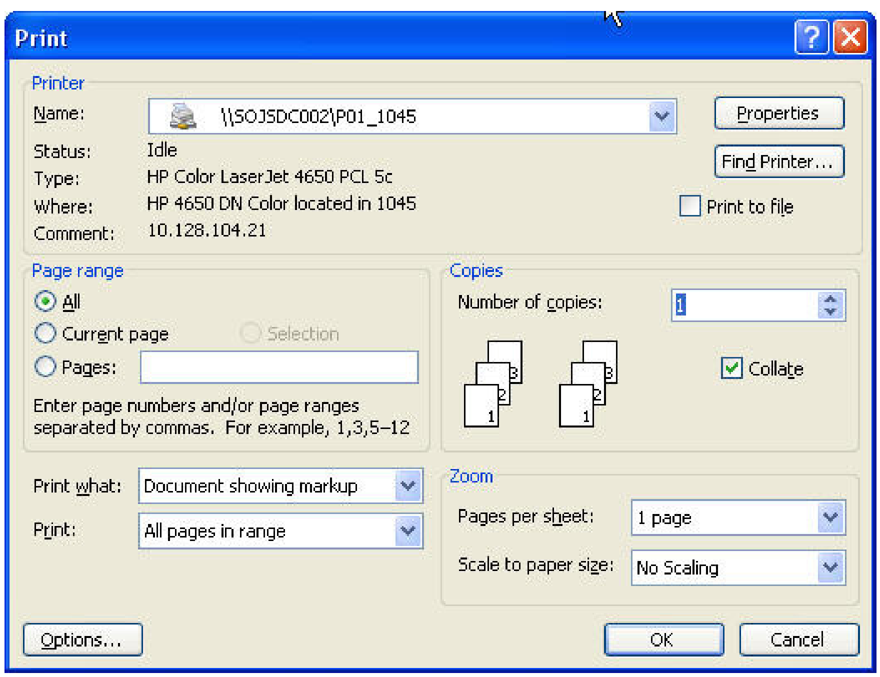


Figure 48: Print Window (your window may be different)

6 Certification Manager

Certification Managers and Certification Specialists can perform most of the same tasks. Managers have the added responsibility to assign specific applications to specialists and update incorrect FEINs.

6.1 Certification Manager Administration

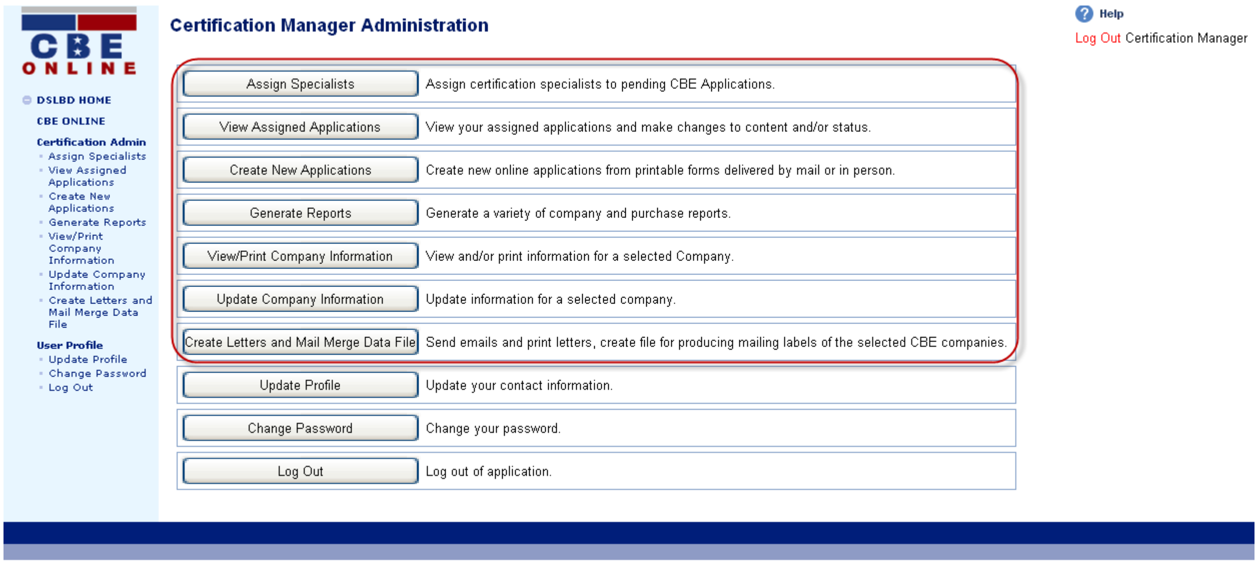


Figure 49: Certification Manager Administration Screen

6.2 Assign Specialists

Selecting “Assign Specialists” displays the following screen.

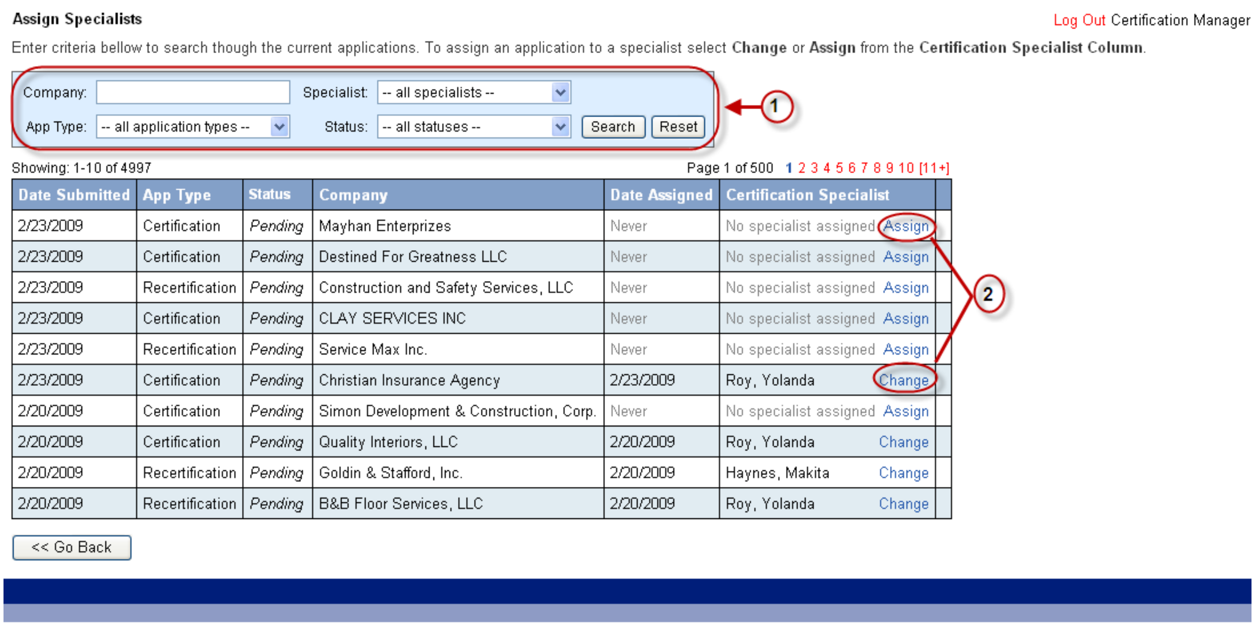


Figure 50: Assign Specialists

A certification manager will be able assign a specific certification specialist to an application.

1. The default view will list every application in the system. To narrow down the display, enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria. Search criteria includes:

   Company—enter a company name in the field. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Specialist—Select a specialist from the drop-down list, all applications assigned to this specialist will be displayed. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   App Type—Select a specific application type to display. Types available are: Certification, Joint Venture, Recertification, Upgrade or All. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Status—Select a specific application status to be displayed. Status types are: Approved, Data Entry, , Application Submitted, Intake Review, Specialist Review, Manager Review, Provisional, Referred to LBOC, Denied, Held in Abeyance, Closed, Returned or Withdrawn. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Select the “Reset” button to clear all search fields. All results that meet your search criteria will be displayed. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).

2. To assign a specialist or change specialists, select either the “Assign” or “Change” link in the Certification Specialist column. Select a specialist's name from the drop-down list and select the “Save” link; selecting Cancel returns to the previous original assignment without change.

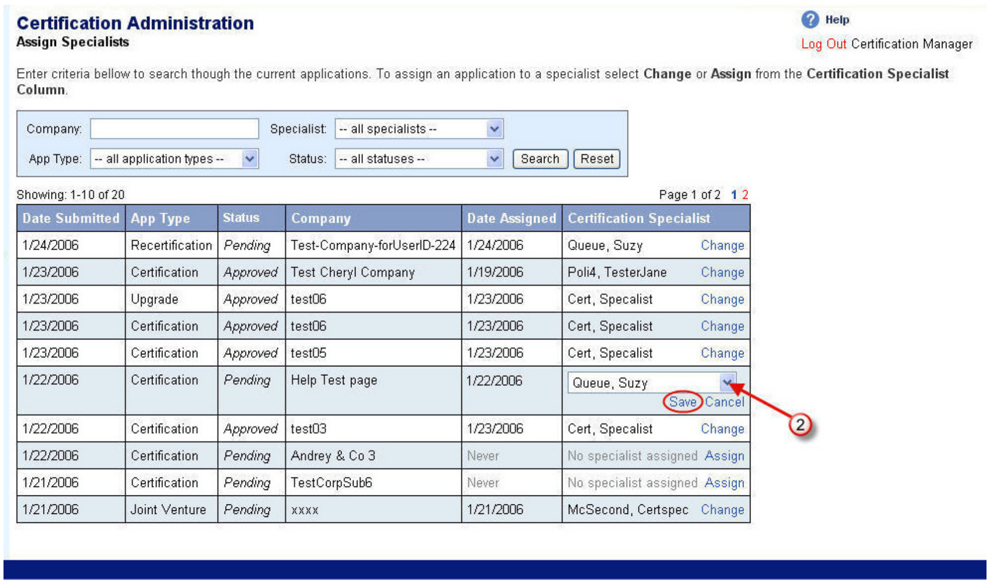


Figure 51: Assign Specialist Field Open

6.3 View Assigned Applications

See section 7.2

6.4 Add New Application

See section 7.3

6.5 Joint Venture Application

Select Joint Venture Application to display a registration screen as shown below:

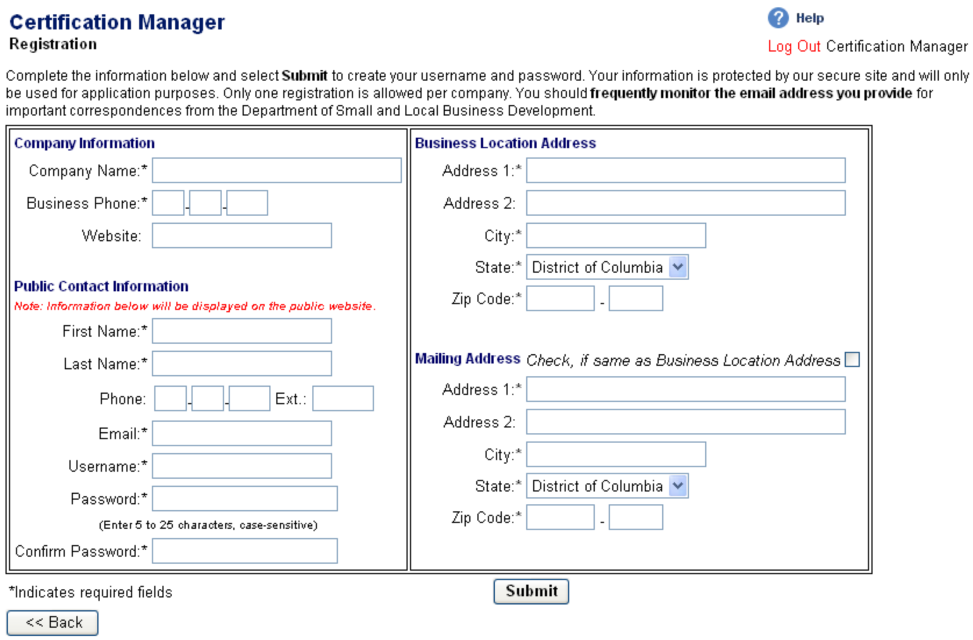


Figure 52: Register – Joint Venture Application

You should enter the name of the joint venture in the Company Name field. It should consist of part of the names of both companies involved and include "JV" at the end. Complete the registration and select Submit to bring up the following screen.

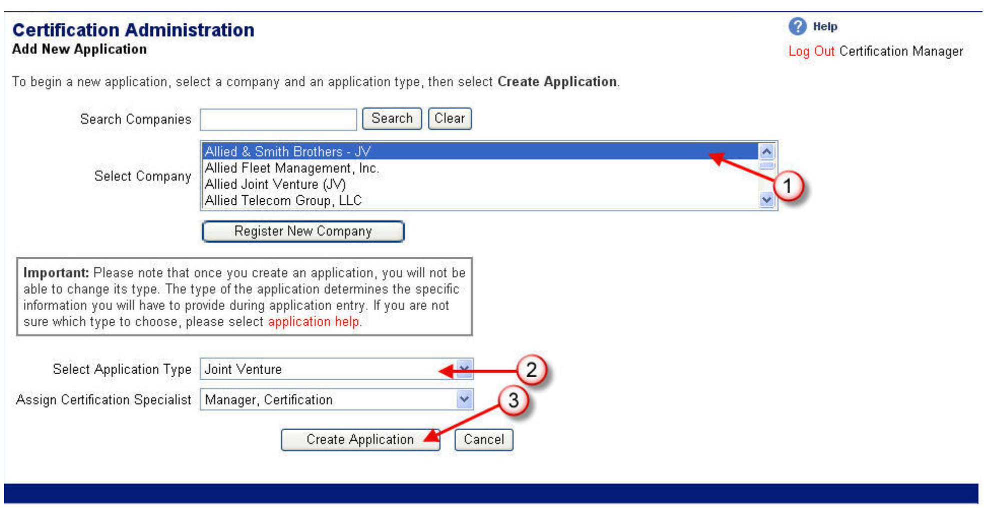


Figure 53: Add New Application – Joint Venture

3. Select the company name from the Select Company list.
4. Select Joint Venture as the Application Type
5. Select Create Application to bring up the following application screen.

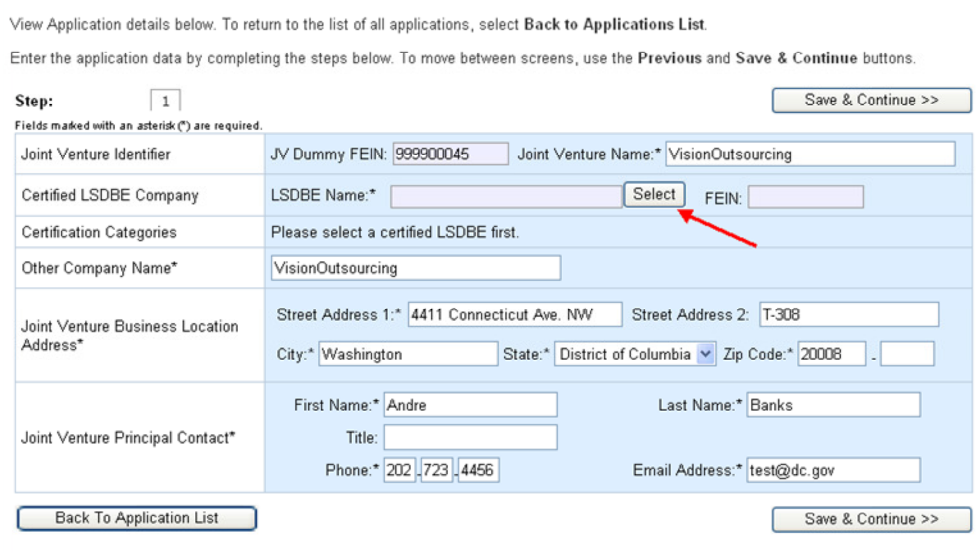


Figure 54: Joint Venture Application Details Screen

Enter the "Certified CBE Company" by entering all or part of the company name in the CBE Name field and selecting "Select". Once the company name is filled in, the "Principal Contact" information will be filled in and the "Certification Categories" will update. You may change the Principal Contact information if you desire. Select "Save & Continue" to save the application.

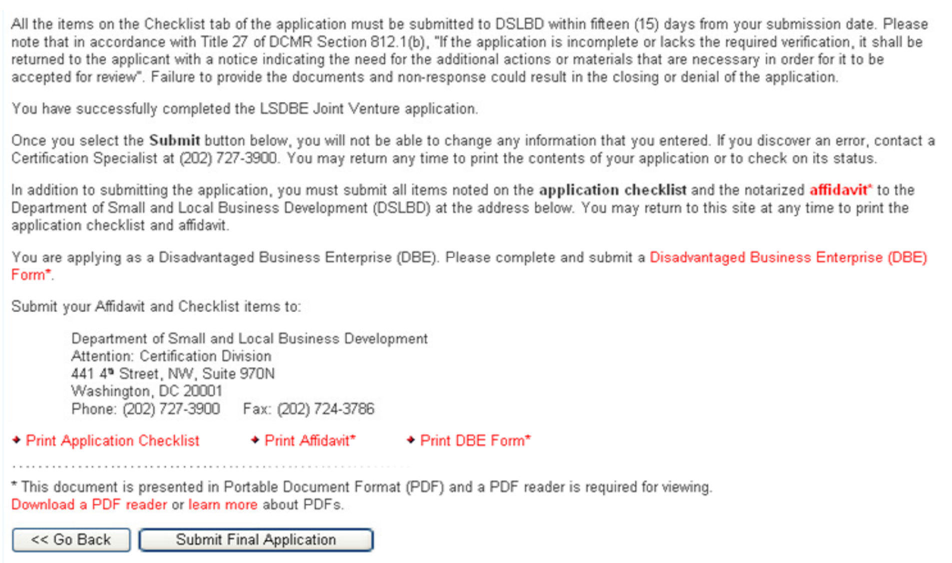


Figure 55: Submission & Checklist Screen

You can print out any of the needed checklist, affidavits, or forms by selecting any of the links on the screen above. They will open as pdf files in a separate window. Select Submit Final Application to place it in a Pending state.

6.6 Generate Reports

Selecting Generate Reports displays the following screen.

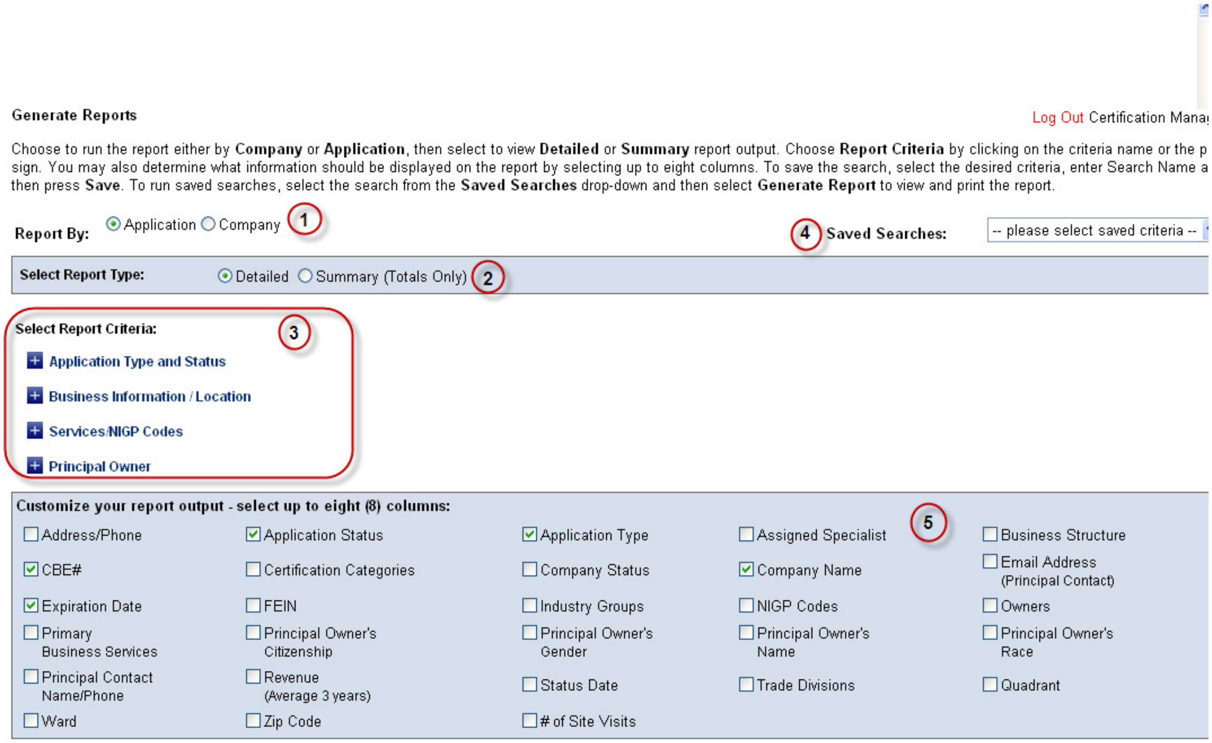


Figure 56: Generate Reports Screen

1. Select **Report By**: Application or Company.
2. Select **Report Type**: Detailed or Summary (Totals Only). Detailed is the default selection when you first access this screen.
3. Select the desired **Report Criteria** from the following groups:
   - Application Type and Status
   - Business Information/Location
   - Services/NIGP Codes
   - Principal Owner

Selecting the plus (+) sign next to each group will open selection criteria fields for that group. (as illustrated on the screenshot below for Application Type and Status)

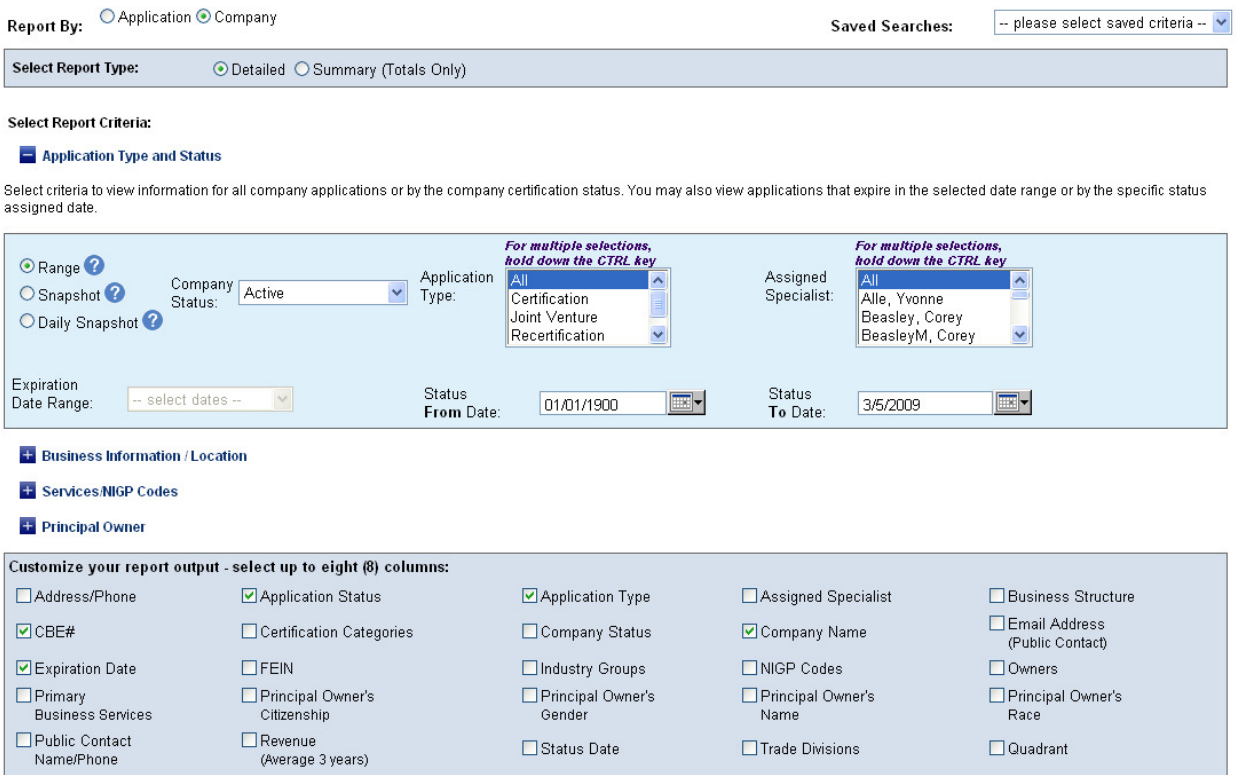


Figure 57: Company Report-Application Type and Status

You may select criteria in only one or in all four groups. If you do not make any selections, i.e. leave "ALL" as a default criteria in each group, report will display all the records in the database.

For a Company Report you may select one of the three options to run a company report within a specific timeframe**:**

- **Range-** allows you to run a "From-To" date range company report.
- **Snapshot-** allows you to run a one day company report.
- **Daily Snapshot-** allows you run a trend line report calculated for each day within the chosen date range.

6. **Enter Search Name** box allows you to save your selected search criteria for future re-runs. Enter the Search Name and then select Save. Newly saved search will appear in the **Saved Searches** drop-down at the top of the page.

7. **Customize your report output** box will only be shown if **Detailed** Report Type is selected. You may choose what information will be displayed on the report based on the chosen criteria by selecting up to eight (8) report columns.

   The following columns are pre-selected on the screen: Application Status, Application Type, CBE #, Company Name, and Expiration Date. You may de-select these columns and choose different ones for your report. For example, if your criteria is all the "Certification" applications that are "Pending", you may choose to see such information on the report as Company Name, CBE #, Assigned Specialist, Status Date and Public Contact Name/Phone.

If **Summary** Report Type is selected, **Select Group By** options box will be displayed on the screen.

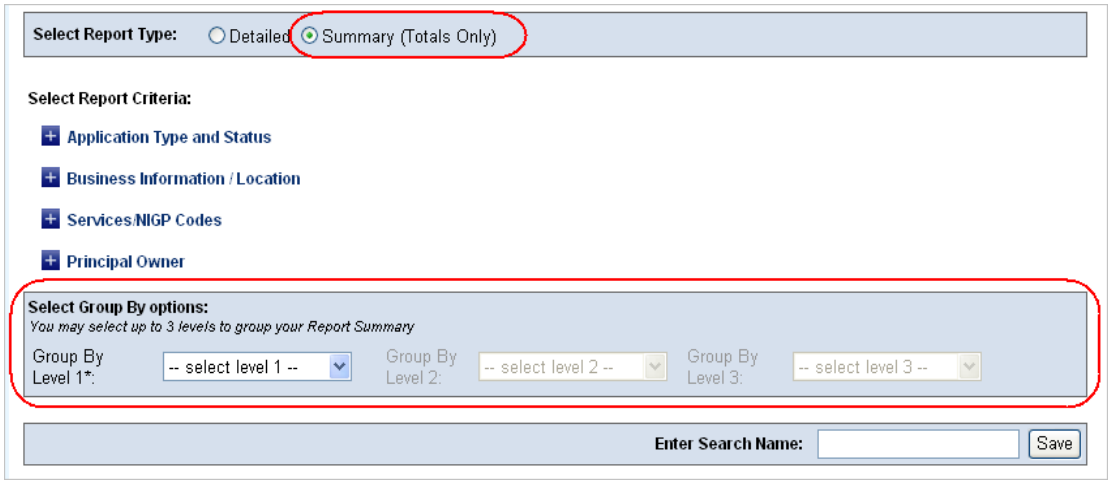


Figure 58: Select Group By options for Summary Report Type

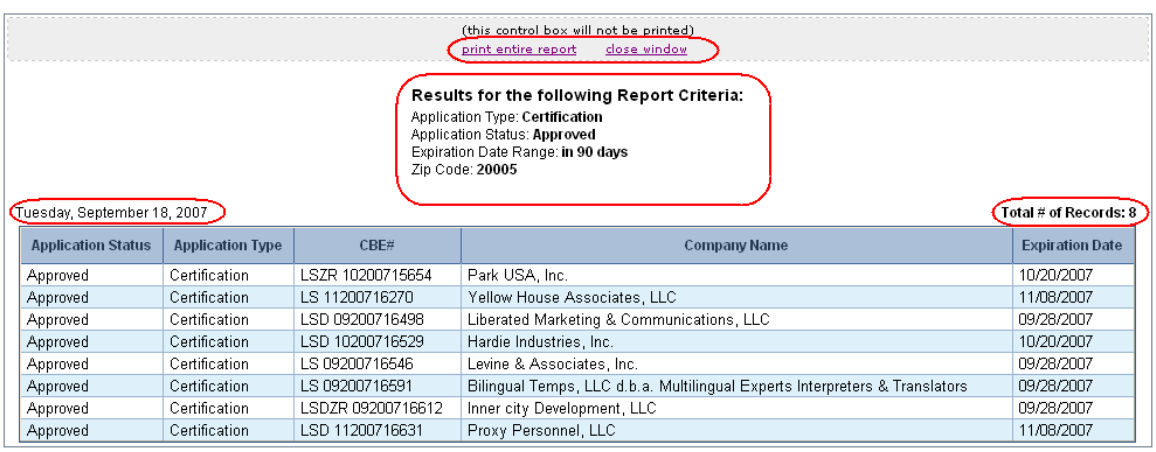
On your summary report, you may view three levels of totals. You must select at least one level – Group By Level 1. When level 1 is selected, you may select Group By Level 2 and then Group By Level 3. For example, your selection criteria is all "Certification" applications. For the group by options, you may choose the following:

- Group By Level 1 – Application Type
- Group By Level 2 – Application Status
- Group By Level 3 – Gender (principal owner's gender)

Report output will then show three levels of totals:

- By Application Type (Total # of Certification applications)
- By Application Status (Total # of Certification applications for each status, i.e. Pending, Approved, Denied, etc.)
- By Gender (Total # of Certification applications with female and male principal owner)

8. Select "Generate Report" button to view the report. A sample detailed report is shown below.



Application Status	Application Type	CBE#	Company Name	Expiration Date
Approved	Certification	LSZR 10200715654	Park USA, Inc.	10/20/2007
Approved	Certification	LS 11200716270	Yellow House Associates, LLC	11/08/2007
Approved	Certification	LSD 09200716498	Liberated Marketing & Communications, LLC	09/28/2007
Approved	Certification	LSD 10200716529	Hardie Industries, Inc.	10/20/2007
Approved	Certification	LS 09200716546	Levine & Associates, Inc.	09/28/2007
Approved	Certification	LS 09200716591	Bilingual Temps, LLC d.b.a. Multilingual Experts Interpreters & Translators	09/28/2007
Approved	Certification	LSDZR 09200716612	Inner city Development, LLC	09/28/2007
Approved	Certification	LSD 11200716631	Proxy Personnel, LLC	11/08/2007

Figure 59: Detailed Report

Criteria selected for the report is shown at the top of the page followed by the current date and total # of records found.

Select “close window” to return to the selection criteria screen. Select “print entire report” to pop-up a print dialog window. For your ease of reading, you may wish to set your printer preferences or options to print this report in a landscape view. You should already have a printer set as your default printer in order to do this. The following figure depicts one type of printer window that you may see. The actual window you see depends on your network configuration, printer, and what versions of software are running on your computer and printer. Select the “Print” button to send the report to the printer.

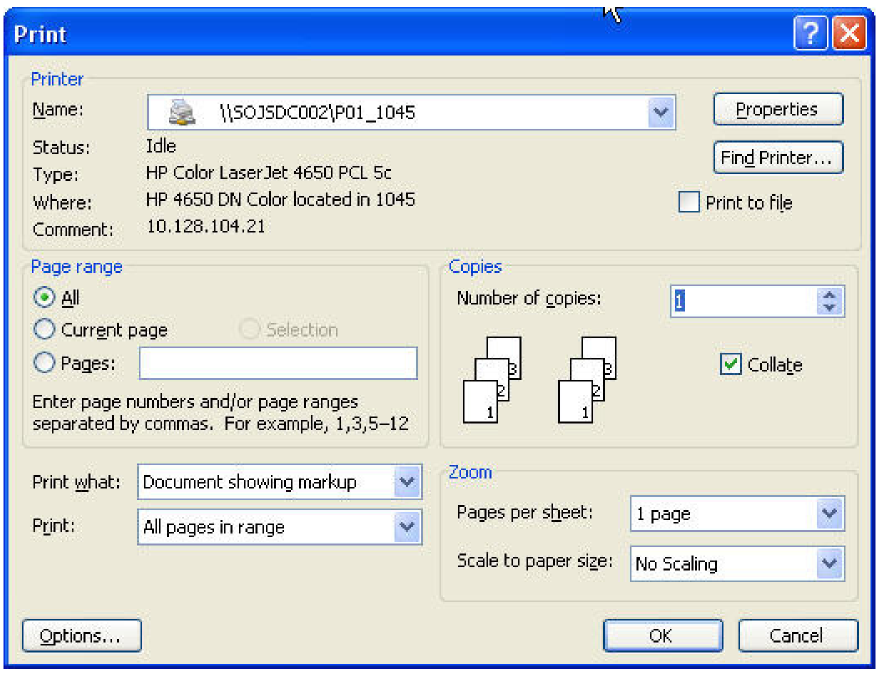


Figure 60: Print Window (your window may be different)

6.7 Update FEIN

Select Update FEIN to display the following screen where you can change the FEIN for a company.

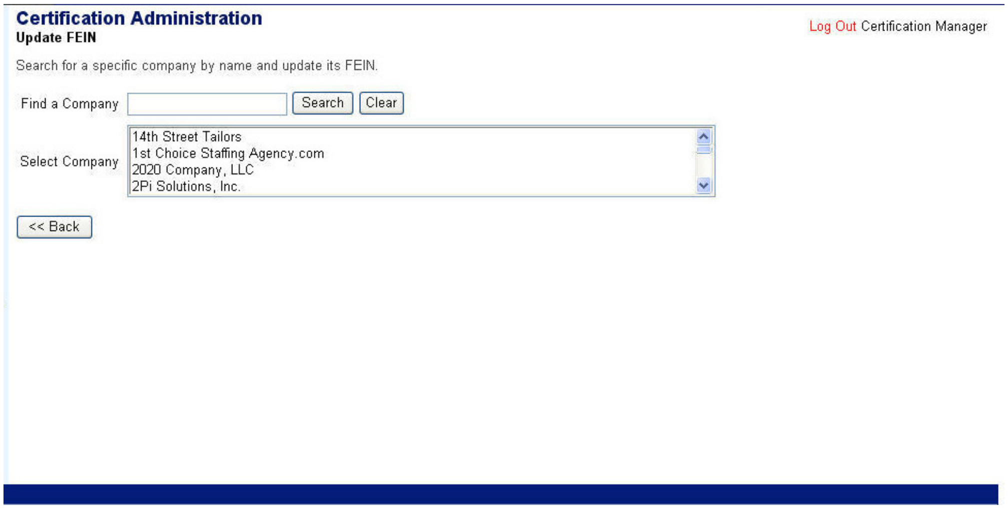


Figure 61: Update FEIN Screen

To update an FEIN:

1. Select the desired company from the "Select Company" list or enter all or part of a company's name in the "Find a Company" field and select "Search". If there are several companies with all or part of the name you entered, they will be shown in the "Select Company" list.
2. Once you have selected a company, the screen will update and display the "Current FEIN" for the company and a field where you can enter the "New FEIN".

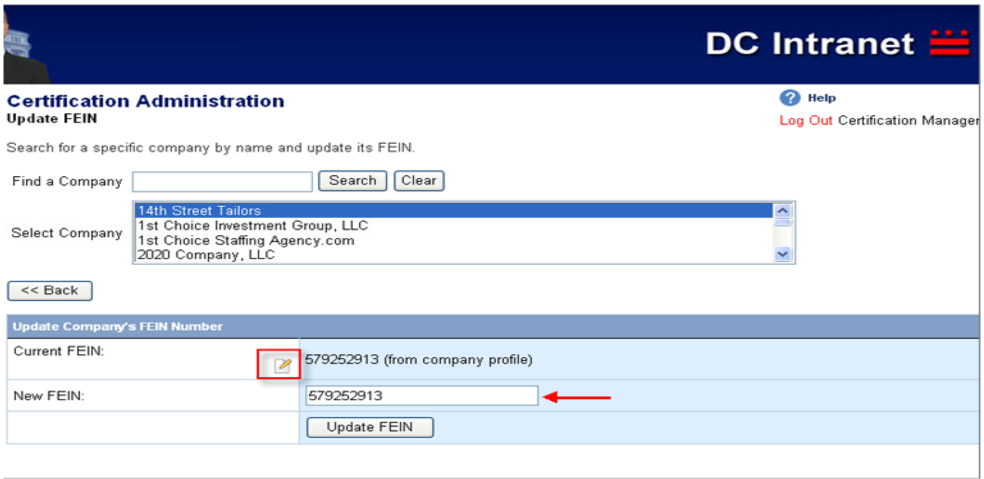


Figure 62: Company Selected for FEIN Update

3. Select the "Update FEIN" button to make the change. A popup window will ask you if you are sure you want to change the FEIN. Select "OK" to make the change, select "Cancel" to close the popup without making any changes to the record.

Figure 63: Update FEIN Confirmation Popup Window

4. After the change has been made, you will see an entry in the "History" window by selecting the History icon. The old FEIN and the new FEIN will be displayed along with your username and the date and time the change was made.

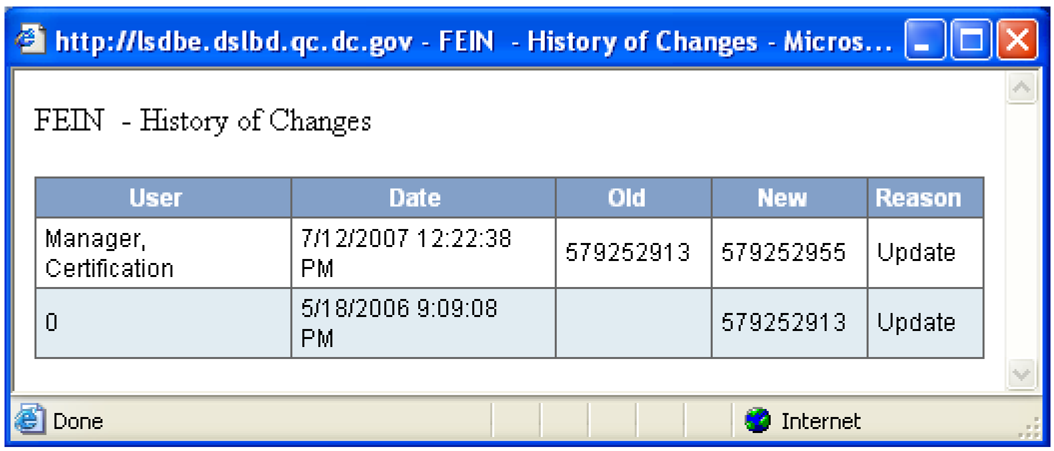


Figure 64: History of Changes Popup Window

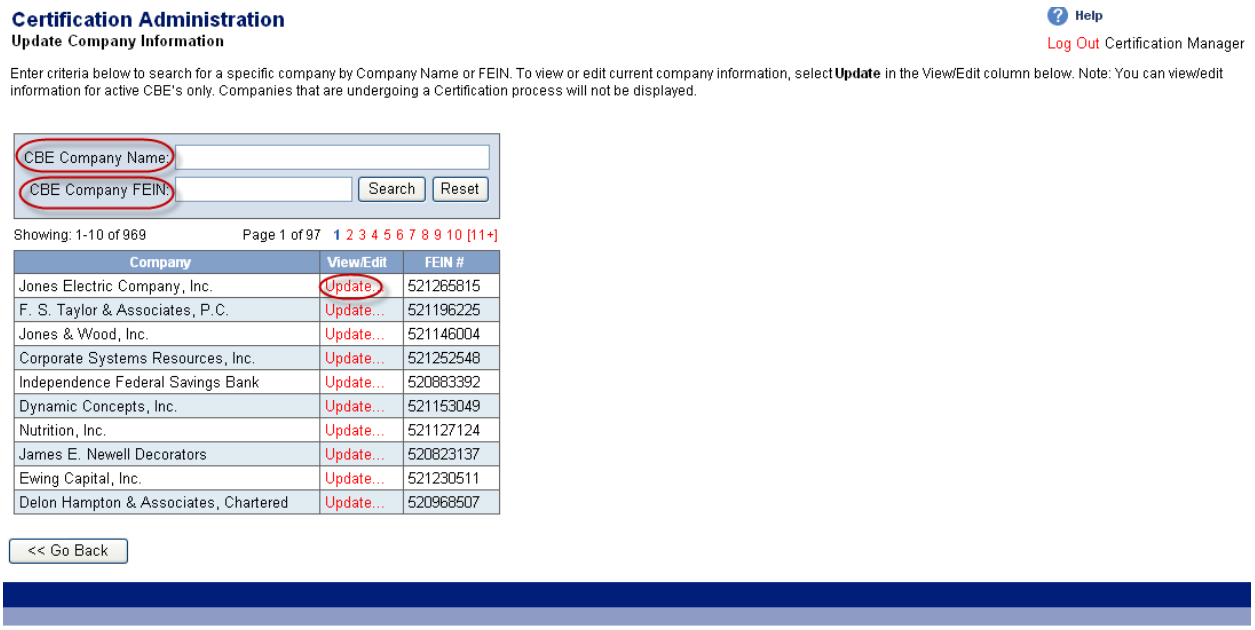
5. Use the "Back" button to return to the previous screen when you are done.

6.8 View/Print Company Information

See Section 7.5

6.9 Update Company Information

Selecting Update Company Information displays the following screen.


Certification Administration
Update Company Information
Help
Log Out Certification Manager
Enter criteria below to search for a specific company by Company Name or FEIN. To view or edit current company information, select **Update** in the View/Edit column below. Note: You can view/edit information for active CBE's only. Companies that are undergoing a Certification process will not be displayed.
CBE Company Name:
CBE Company FEIN: Search Reset
Showing: 1-10 of 969 Page 1 of 97 1 2 3 4 5 6 7 8 9 10 [11+]

Company	View/Edit	FEIN #
Jones Electric Company, Inc.	Update...	521265815
F. S. Taylor & Associates, P.C.	Update...	521196225
Jones & Wood, Inc.	Update...	521146004
Corporate Systems Resources, Inc.	Update...	521252548
Independence Federal Savings Bank	Update...	520883392
Dynamic Concepts, Inc.	Update...	521153049
Nutrition, Inc.	Update...	521127124
James E. Newell Decorators	Update...	520823137
Ewing Capital, Inc.	Update...	521230511
Delon Hampton & Associates, Chartered	Update...	520968507

<< Go Back

Figure 65: Update Company Information - Search Screen

1. Enter a CBE's Company Name or FEIN into one of the fields. If you want to use the search feature, enter the first few letters of a company's name in the “CBE Company Name” field and select the “Search” button.

   You can update information for all the active (not expired) CBE companies. Selecting the “Update” link in the table displays the following screen.

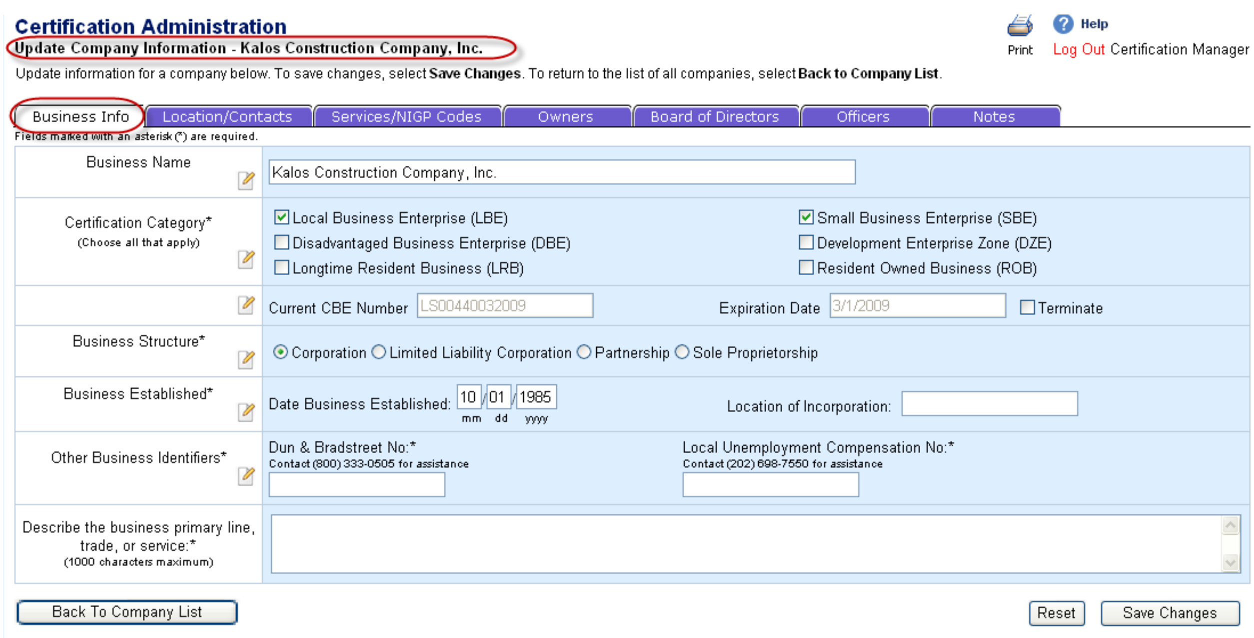

Certification Administration
Update Company Information - Kalos Construction Company, Inc.
Print Help
Log Out Certification Manager
Update information for a company below. To save changes, select **Save Changes**. To return to the list of all companies, select **Back to Company List**.
Business Info | Location/Contacts | Services/NIGP Codes | Owners | Board of Directors | Officers | Notes
Fields marked with an asterisk (*) are required.
Business Name: Kalos Construction Company, Inc.
Certification Category* (Choose all that apply): Local Business Enterprise (LBE); Small Business Enterprise (SBE); Disadvantaged Business Enterprise (DBE); Development Enterprise Zone (DZE); Longtime Resident Business (LRB); Resident Owned Business (ROB)
Current CBE Number: LS00440032009 Expiration Date: 3/1/2009 Terminate
Business Structure*: Corporation; Limited Liability Corporation; Partnership; Sole Proprietorship
Business Established*: Date Business Established: 10 / 01 / 1985 (mm dd yyyy) Location of Incorporation:
Other Business Identifiers*: Dun & Bradstreet No:* Contact (800) 333-0505 for assistance; Local Unemployment Compensation No:* Contact (202) 698-7550 for assistance
Describe the business primary line, trade, or service:* (1000 characters maximum)
Back To Company List Reset Save Changes

Figure 66: Update Company Information – Business Info tab

2. The name of the company that you selected is shown at the top of the page.

3. You may update company information by selecting one of the available tabs: Business Info, Location/Contacts, Services/NIGP Codes, Owners, Board of Directors, Officers and Notes.
4. **Current CBE Number** and **Expiration Date** on Business Info tab are read-only fields. CBE Number will change if Certification Categories are modified. Expiration Date will not change.
5. You may view the history of changes for any field by selecting the History icon next to the field name.
6. If you have made changes or added information, be sure to select the “Save Changes” button before leaving the page. Select “Reset” to reverse all the changes.
7. Changes made via the Update Company Information function will not update information in any of the applications submitted by the company.
8. Select “Back To Company List” to return to the Search Screen.

6.10 Create Mail Merge Data File

Selecting Create Letters and Mail Merge Data File will display the following screen:

Figure 67: Create Letters and Mail Merge Data File Screen

The entire process has been explained in detail, including using Microsoft Word to generate labels and letters, in the Mail Merge User Guide (accessible from the Help link on the screen above). You should refer to this manual for all the details on using the Mail Merge feature.

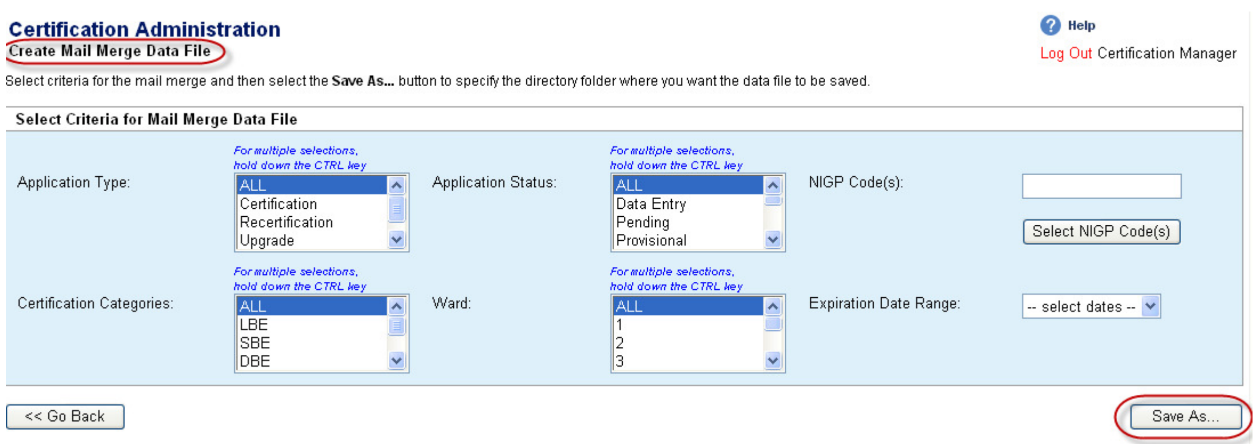


Figure 68: Create Mail Merge Data File

This section will only explain how to create the mail merge data file that will be used in Microsoft Word.

Select the "Save As…" button and the File Download popup appears.

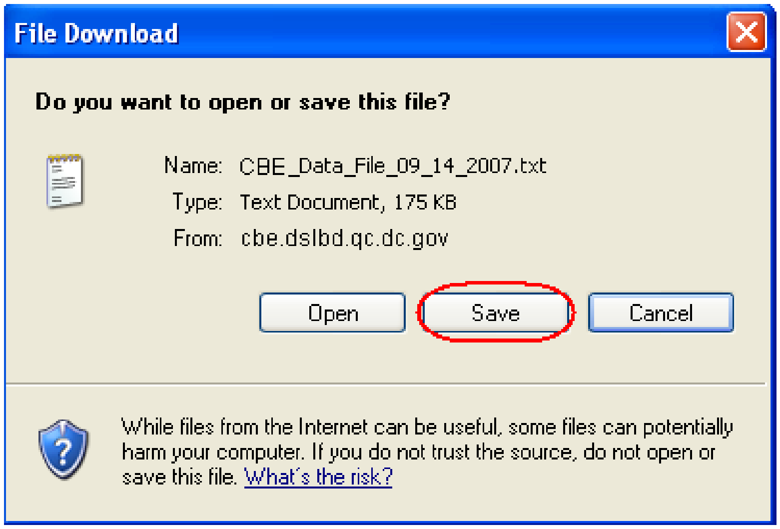


Figure 69: File Download Popup

Select "Save" to bring up the following screen where you will need to specify where to place the mail merge file.

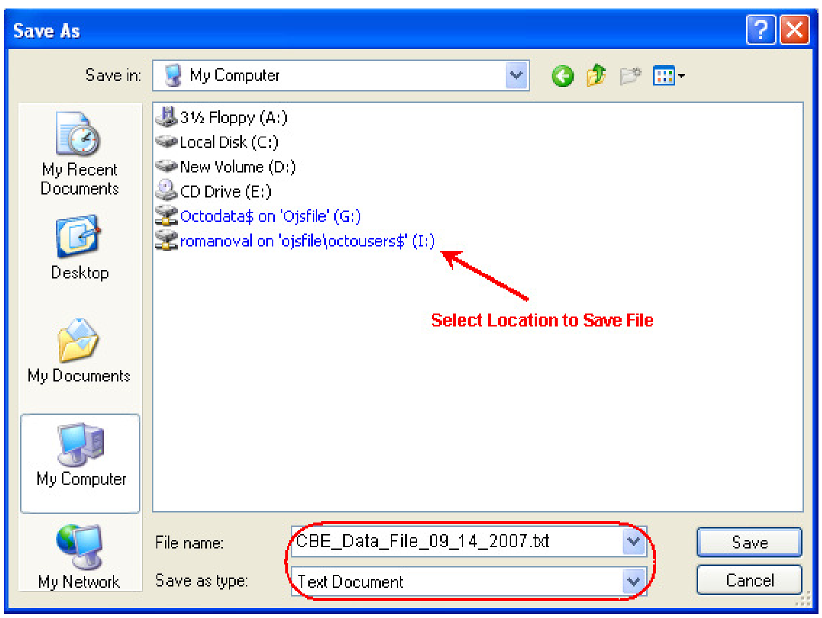


Figure 70: Save As Dialog Box

The system defaults the data file name to CBE_Data_File_*(current date)* but you may rename it and choose where on your local or network drives to save the file.

You **must** select the "Save as type" to be Text Document (*.txt)

Select the "Save" button on the Save As dialog box to create the data file. Once the file has been created and saved, a message appears stating, that the save was successful. You may "Close" the popup window.

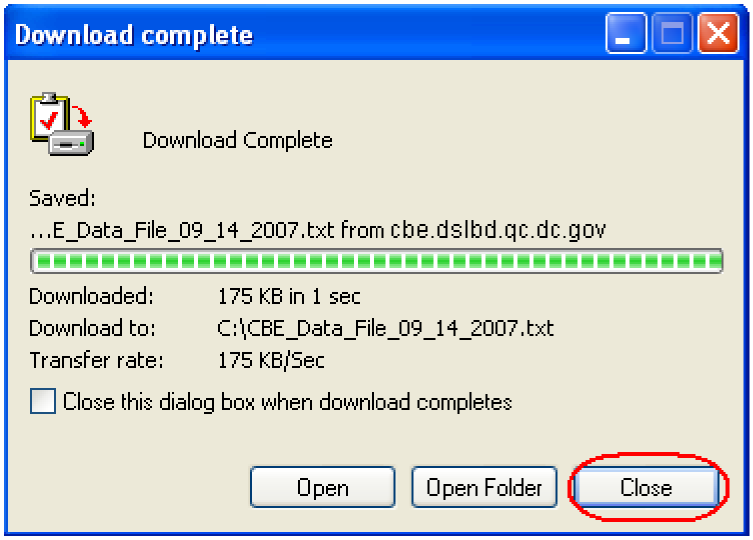


Figure 71: Download Complete Popup Window

7 Certification Specialist

7.1 Certification Specialist Administration

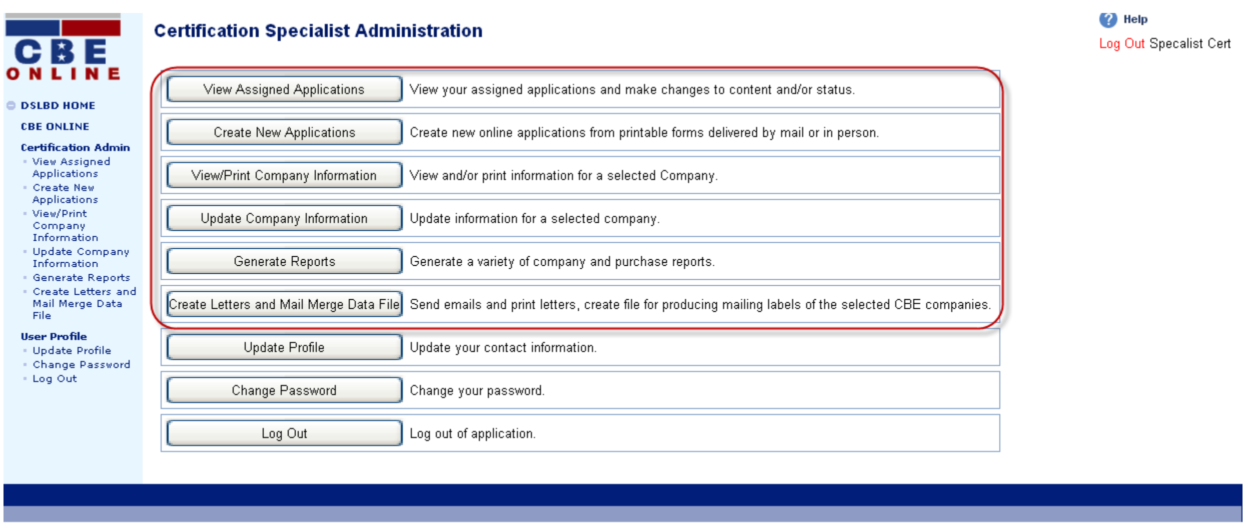
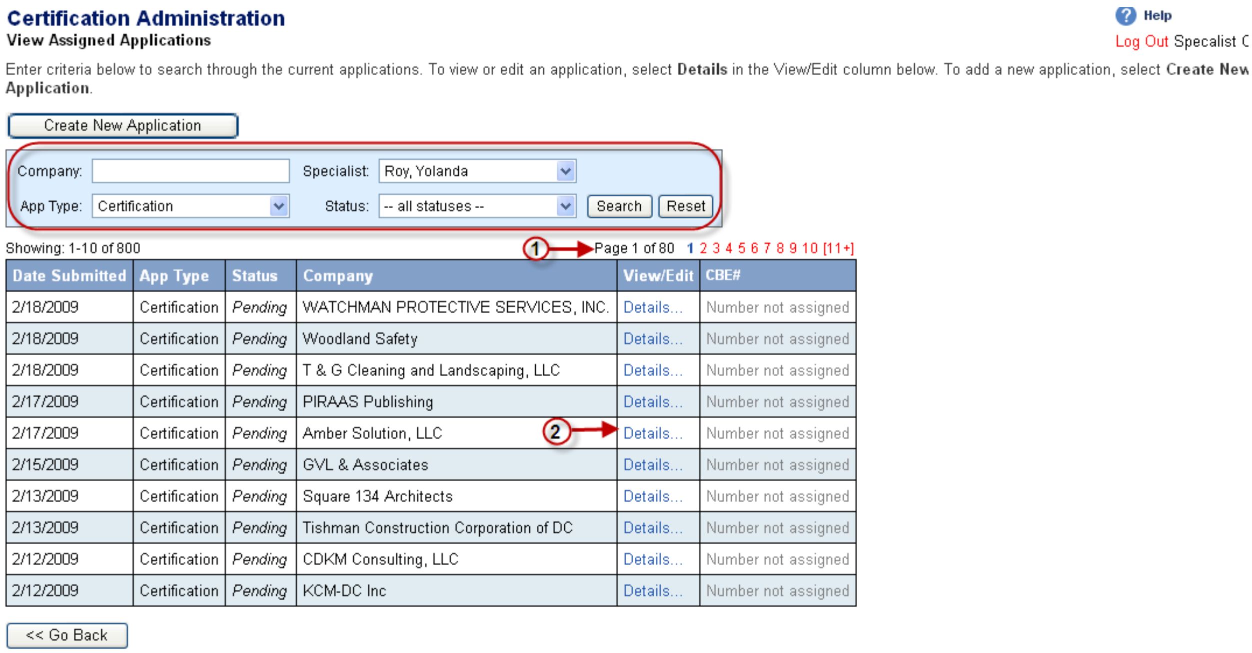


Figure 72: Certification Specialist Administration Screen

7.2 View Assigned Applications

Selecting "View Assigned Applications" displays the following screen.



Date Submitted	App Type	Status	Company	View/Edit	CBE#
2/18/2009	Certification	*Pending*	WATCHMAN PROTECTIVE SERVICES, INC.	Details...	Number not assigned
2/18/2009	Certification	*Pending*	Woodland Safety	Details...	Number not assigned
2/18/2009	Certification	*Pending*	T & G Cleaning and Landscaping, LLC	Details...	Number not assigned
2/17/2009	Certification	*Pending*	PIRAAS Publishing	Details...	Number not assigned
2/17/2009	Certification	*Pending*	Amber Solution, LLC	Details...	Number not assigned
2/15/2009	Certification	*Pending*	GVL & Associates	Details...	Number not assigned
2/13/2009	Certification	*Pending*	Square 134 Architects	Details...	Number not assigned
2/13/2009	Certification	*Pending*	Tishman Construction Corporation of DC	Details...	Number not assigned
2/12/2009	Certification	*Pending*	CDKM Consulting, LLC	Details...	Number not assigned
2/12/2009	Certification	*Pending*	KCM-DC Inc	Details...	Number not assigned

Figure 73: View Assigned Applications

1. To narrow down the display, enter information into any or all of the fields as desired. If you enter multiple fields, the system will display only those results that match all entered criteria. Search criteria includes:

   Company—enter a company name in the field. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Specialist—Select a specialist from the drop-down list, all applications assigned to this specialist will be displayed. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   App Type—Select a specific application type to display. Types available are: Certification, Joint Venture, Recertification, Upgrade or All. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Status—Select a specific application status to be displayed. Status types are: Data Entry, Application Submitted, Intake Review, Specialist Review, Manager Review, Approved, Denied, Held in Abeyance, Provisional, Referred to SLBOC, , Returned, Closed, Deficient or Withdrawn. If this is the only criteria you want to see, select the “Search” button, and the results will be displayed in the table below. If you want to enter other criteria, you may do so before selecting the “Search” button.

   Select the “Reset” button to clear all search fields. All results that meet your search criteria will be displayed. Selecting a column heading allows you to display the entire table, sorted by the selected column heading. Selecting the heading one time will display that column in an ascending order (A to Z); selecting it a second time will sort in a descending order (Z to A).

2. Select "Details" in the desired row to view a specific application. The screen displays the application for the company.

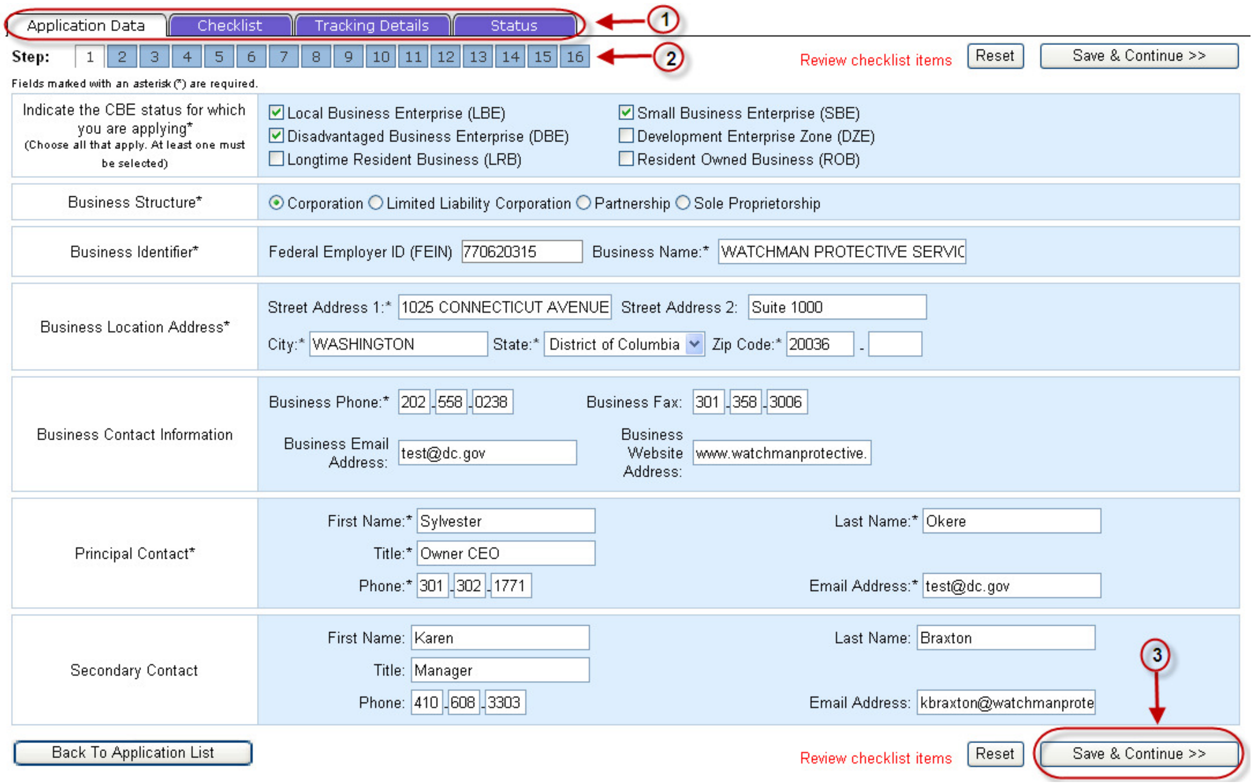


Figure 74: View Assigned Application—Details Selected For an Application in List

1. There are four tabs at the top of the application you may select: Application Data, Checklist, Tracking Details and Status.

2. You should review the application as per your normal business procedures. Use the Step boxes at the top to review the applications page by page. If the application you are updating has not been completed, some boxes will be gray (or if that particular step is not applicable).

3. If you have made changes or added information, be sure to select the "Save & Continue" button before leaving the page.

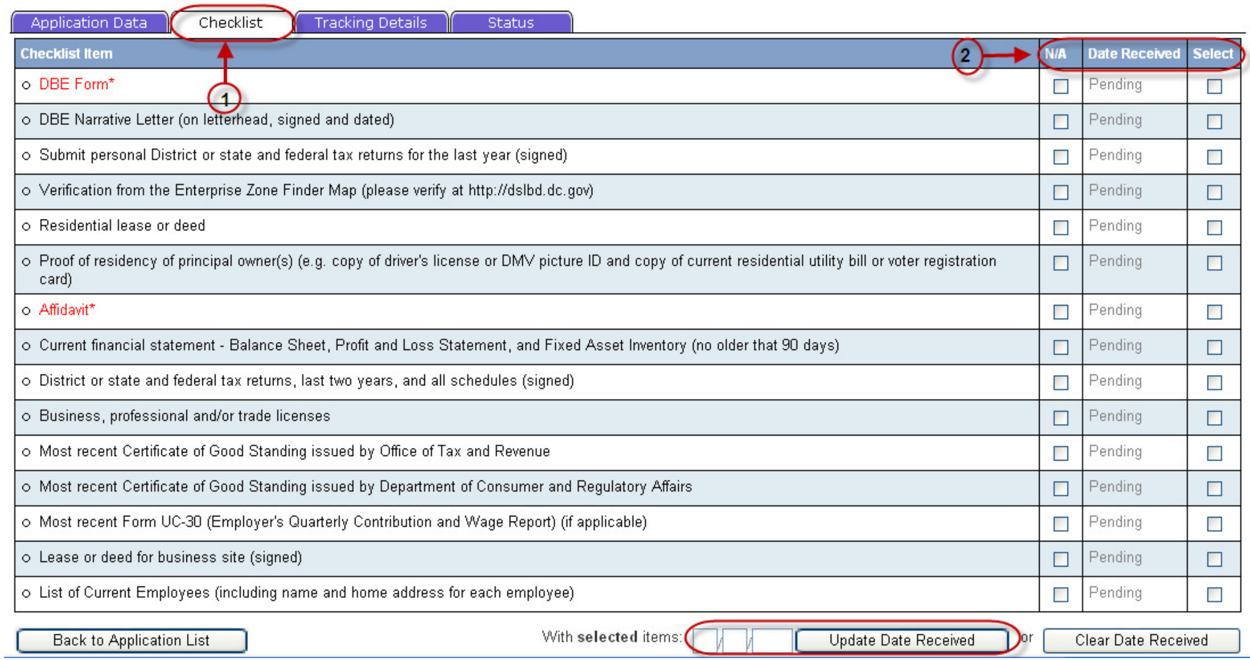


Figure 75: View Assigned Application—Checklist Tab

1. When a company returns the required documentation to DSLBD to complete the application, enter the date the item was received in the date fields at the end of each row. Select Update each time you enter a date. The company will see this information when logging in and checking its application status.
2. The Certification Specialist will mark a checklist item N/A or enter the date the checklist item was received at the bottom of the screen. The date will auto-populate in the "Date Received" column.

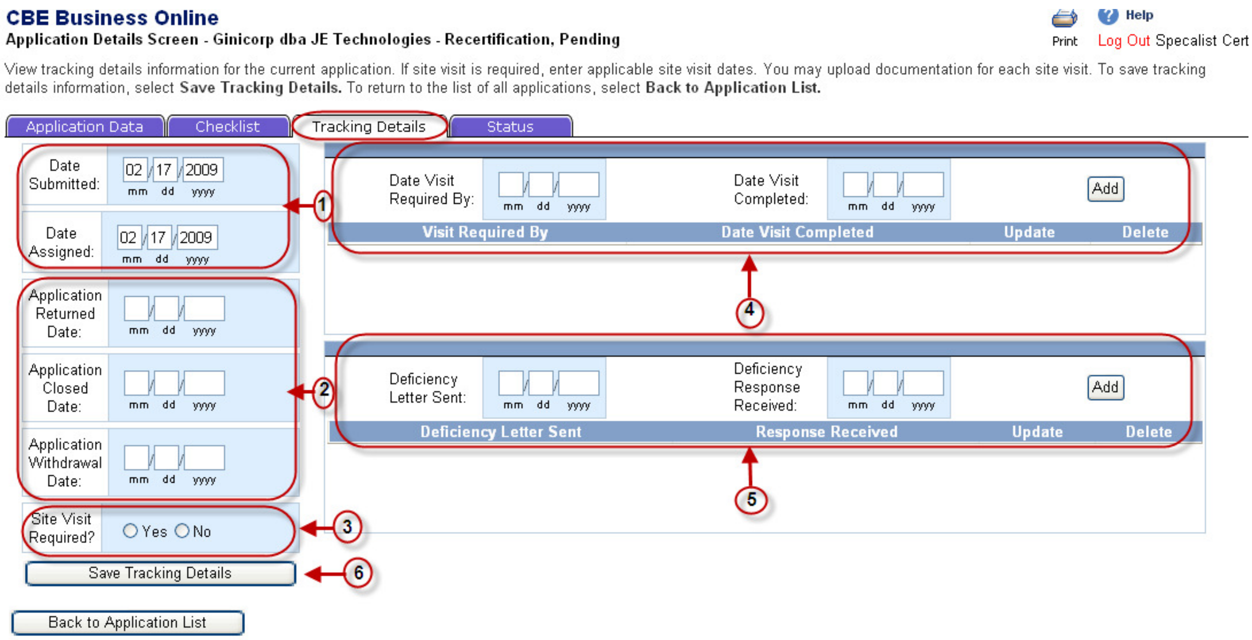


Figure 76: View Assigned Application—Tracking Details Tab

Tracking Details tab displays tracking details information related to the activities associated with the current application.

4. **Date Submitted** shows the date an application was submitted. **Date Assigned** shows the date when a Certification Manager assigned a specialist to the application. Both dates are populated by the system and cannot be changed.

5. Enter information concerning various actions for the application, such as the **Application Returned Date**, **Application Received Date**, and **Application Withdrawal Date**.

6. If a site visit is required for the application, select ‘Yes’ or, select ‘No’ is site visit is not required. If you select ‘Yes’, you can enter dates for when the visit is required and when it was completed on the right side of the screen.

7. Enter **Date Visit Required By** and select the Add button to add site visit information into the table. After the visit was conducted, update this visit by selecting the Update icon and enter **Date Visit Completed**. You can enter multiple site visits and all of them will be displayed in the table. To delete visit, select the Delete icon in the table for a specific visit. You can also attach site visit document to each site visit by selecting the Upload icon.

8. Enter **Deficiency Letter Sent** date and select the Add button to add the date into the table. After the response is received, update the entry in the table by selecting the Update icon and enter **Deficiency Response Received** date. You can enter multiple dates and all will be displayed in the table. To delete table entries, select the Delete icon in the table.

9. Select “Save Tracking Details” to save the information.

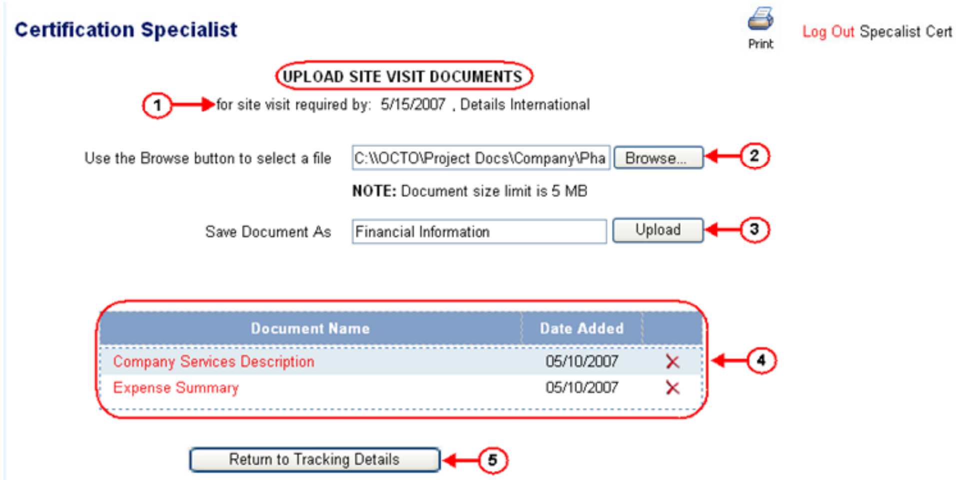


Figure 77: View Assigned Application—Tracking Details Tab – Upload Site Visit Documents Page

Upload Site Visit Documents page opens from the Tracking Details tab, when upload icon is selected for a specific site visit.

1. Site Visit date for which the documents can be upload displays at the top of the page along with the Company Name. You may select a different site visit date from the Tracking Details tab.
2. Select “Browse” to locate the file you want to upload from the network or your local drive.
3. Enter the file name as you want it to appear on the screen in the “Save Document As” box and select “Upload”.
4. All the files uploaded for the selected site visit are displayed on the screen. You can view each documents by selecting the Document Name. To delete uploaded document, select the Delete icon .
5. To return to the Tracking Details tab, select “Return to Tracking Details”.

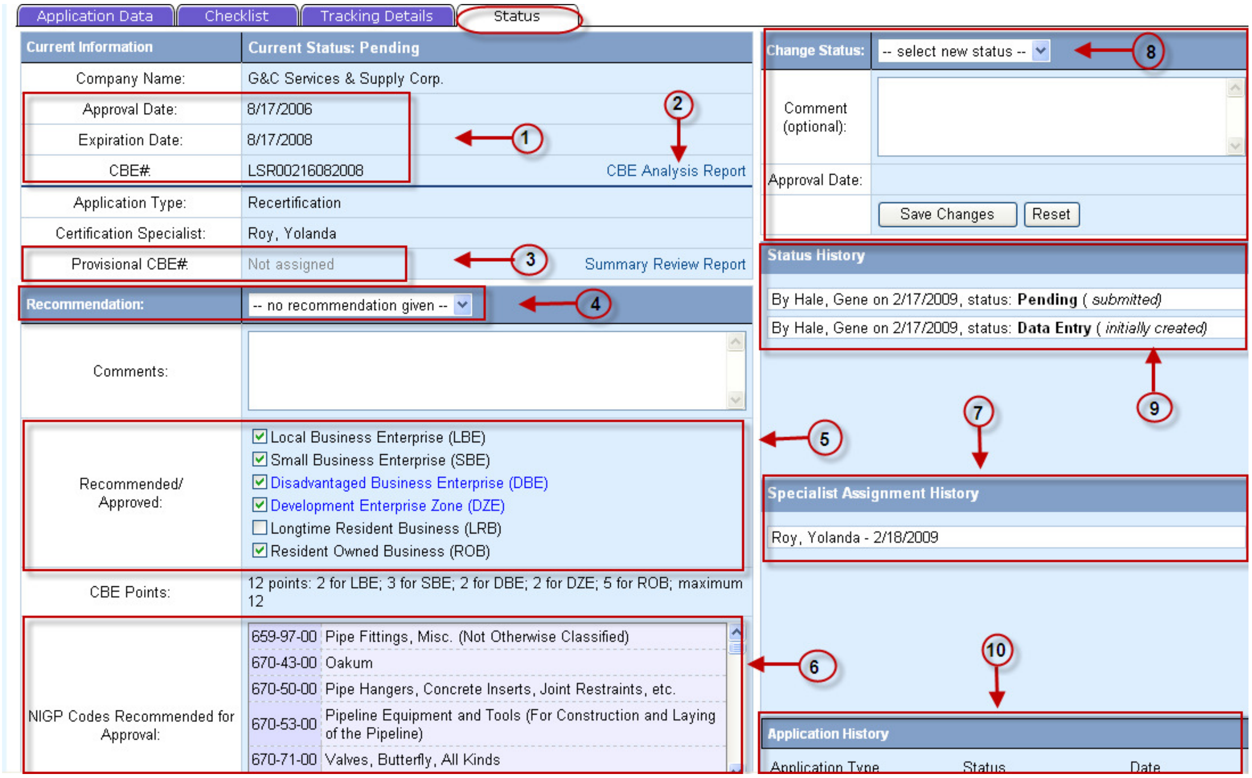


Figure 78: View Assigned Application—Status Tab

Use the Status tab to change the status of the application, recommend certification categories and NIGP Codes for Approval and review history of changes.

1. Once an application is approved, **Approval Date**, **Expiration Date** and **CBE #** will be assigned automatically.
2. **CBE Analysis Report** link opens an 8-page report that allows you to provide information gathered during company's site visit. It summarizes investigative research used to make recommendations to the SLBOC.
3. When an application status is changed to "provisional", **Provisional Approval Date**, **Provisional Expiration Date** and **Provisional CBE #** will be assigned automatically and displayed on the screen.
4. The Specialist will select a **Recommendation** from the dropdown selections: Approval Recommended, Denial Recommended or Split Decision. Once the recommendation has been chosen the application status will automatically change to "Manager Review".
5. You may provide your recommendation whether to approve requested **certification categories.** De-select categories that you do not recommend for approval. This will not change requested categories in the application. If current application is a Recertification or an Upgrade, and new categories are added that did not exist in the previously approved application, those new categories will be shown in blue color. If previously existing categories were removed, they will be shown in **bold**.

6. You may provide your recommendation whether to approve requested **NIGP Codes**. Select "Edit NIGP Code(s) button to remove NIGP Codes that you do not recommend for approval. This will not change requested NIGP Codes in the application. If current application is a Recertification or an Upgrade, and new NIGP Codes are added that did not exist in the previously approved application, those new codes will be shown in blue color.
7. Enter the **Specialist Comments** in this area. Select "Save Recommendation" to keep the information or "Reset" to clear the fields. Newly added comments will be shown in the **Specialist Comments History** table on the right side of the screen.
8. Select a new status from the **Smart drop-down** list and then select "Save Changes." The Smart drop-down will only display statuses that are available according to the system logic.

The application statuses are:

Data Entry: When a user is entering an application online and filling out the application the status is "*Data Entry"*.

Application Submitted: If an application has been submitted to DSLBD for processing ,but the supporting documents have not been received, the application is deemed to be in "*Application Submitted*" status.

Intake Review: Once the applicant submits supplemental documentation the time starts for the DSLBD Specialist. The benchmark for the Certification Specialist is 45 business days. The time starts from the earliest date entered for a checklist item. Once the Specialist enters one document into the checklist, the status will automatically be changed to "*Intake Review.*

Once the Specialist enters one document into the checklist, the **external** status will automatically be changed to "*Under Review*".

Specialist Review: If a Certification Specialist is currently processing an application to determine its completeness, the application is deemed to be in "*Specialist Review*" status. Once **all** of the documentation is received and entered into the checklist the status will automatically be changed to "*Specialist Review.*

If a Certification Specialist is currently processing an application to determine its completeness, the application **external** status will be "*Under Review*".

Manager Review: As soon as the specialist makes a recommendation within the status tab under the recommendation dropdown (approval recommended, denial recommended or split decision) the status is automatically changed to "*Manager Review"*.

If a Certification Specialist has completed processing an application and has prepared an analysis review by the Certification Manager, the application **external** status will be "*Final Review*".

Deficient: If the Specialist is currently processing an application and the application is missing information necessary to process the application, the application is deemed "*Deficien*t". Upon receipt of the deficient document the application is changed back to "*Specialist Review*".

Held in Abeyance- In some cases the application can be presented for determination and deemed "*Held in Abeyance*", until the documentation is received. This application acts as approved and will obtain a CBE #, but will not be published to the website. A new CBE # will be generated for a cert and recert application and displayed on the status tab page, but not added to the master table. The CBE # will only be viewable on the status tab section "CBE #". An Upgrade application will retain the same CBE # from the previous application in the system, the application will not generate a new CBE # for an Upgrade application until approved.

Provisional: The "Provisional" status is for the commission to give approval for an application. DSLBD never uses this status anymore since the commission is not part of the process anymore, but this status option will remain active.

Referred to SLBOC: The "Referred to SLBOC" status is for the commission to give approval for an application. DSLBD never uses this status anymore since the commission is not part of the process anymore, but this status option will remain active.

Final Statuses: The final statuses are Approved, Closed, Withdrawn, Denied and Returned.

9. The **Status History** lists all statuses the application has had, who performed the change and the date it was effective.
10. The **Application History** lists all applications the company has, their status and date of submission.

7.3 Add New Application

Applications are entered into CBE online. These applications must be entered into the system so the information gets into the database. Select "Create New Application" from the Administration screen.

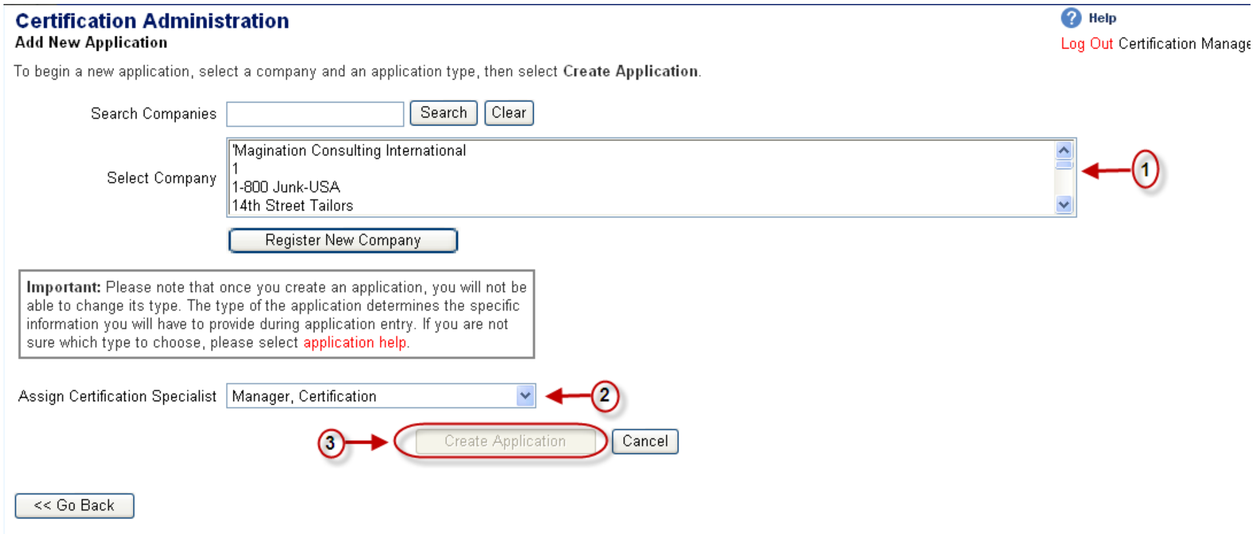


Figure 79: Add New Application Screen

To add an application, first you must check to see if the company is in the database. Enter the company name or part of the name in the "Search Companies" field; if any companies in the database match the search criteria entered, they are displayed in the "Select Company" field. Select a company.

If the company is not in the database, you must first register the company before you can add a new application. Register a new company by selecting the "Register New Company" button.

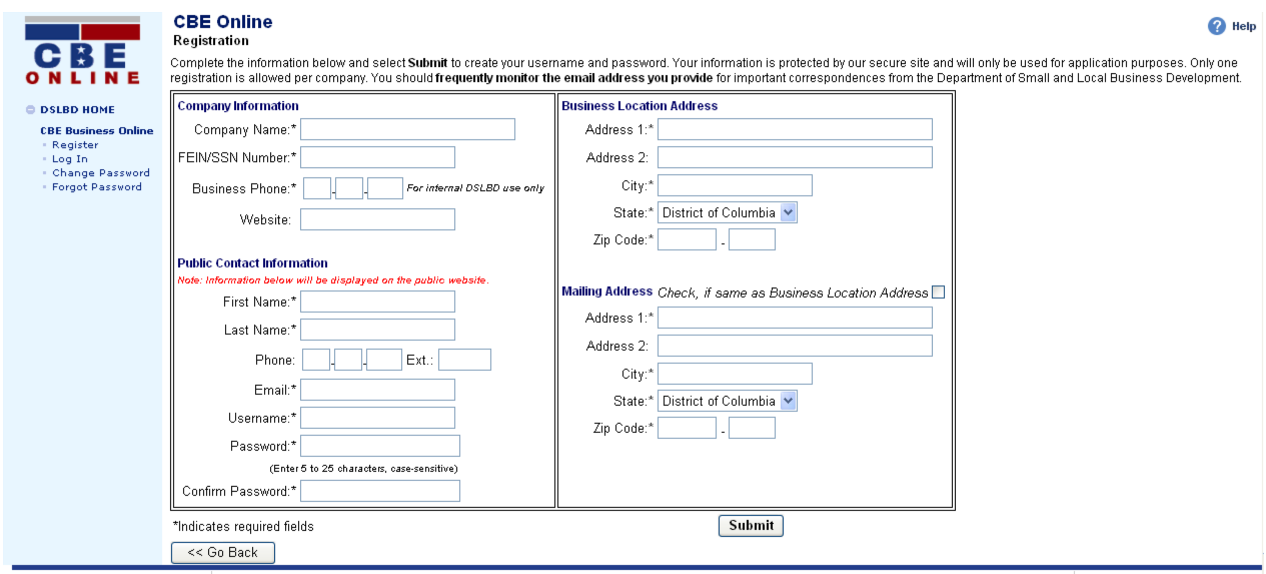


Figure 80: Company Registration Screen

Enter the following information in the Company Information section:

- Company Name – The full name of the company
- FEIN/SSN Number – This is the tax identification number that goes on company's income tax forms it may be the Social Security Number as well. This 9-digit number is generally issued by the IRS.

- Business Phone – The phone number for the company
- Website – Provide the URL for the company's website if applicable

Enter the name of a person in the company who is the contact that DSLBD interfaces with:

- First Name
- Last Name
- Phone—Enter a number where this person can be reached.
- Email—Enter an email address where DSLBD can send messages; this should be one that is used frequently.
- Username—Enter a username that you will easily remember.
- Password—Enter a password that you will easily remember, the password must be between 5 and 25 characters and is case sensitive.
- Confirm Password—Enter the same password that you entered above.

Enter the Business Location Address for the company:

- Provide the **Business Location Address** of the company. According to the DC Law, in order to be certified as a CBE, the company's principal office must be physically located in DC.

Enter the Mailing Address for the company:

- Provide the **Mailing Address** of the company if it is different from the Business Location Address. If the address is the same, select the checkbox to pre-populate address information.

Select "Submit" to enter the company into the system. An email will be sent to the company providing them with the username and password you entered.

Select the "Create New Application" link on the left navigation bar to return to the Add New Application screen.

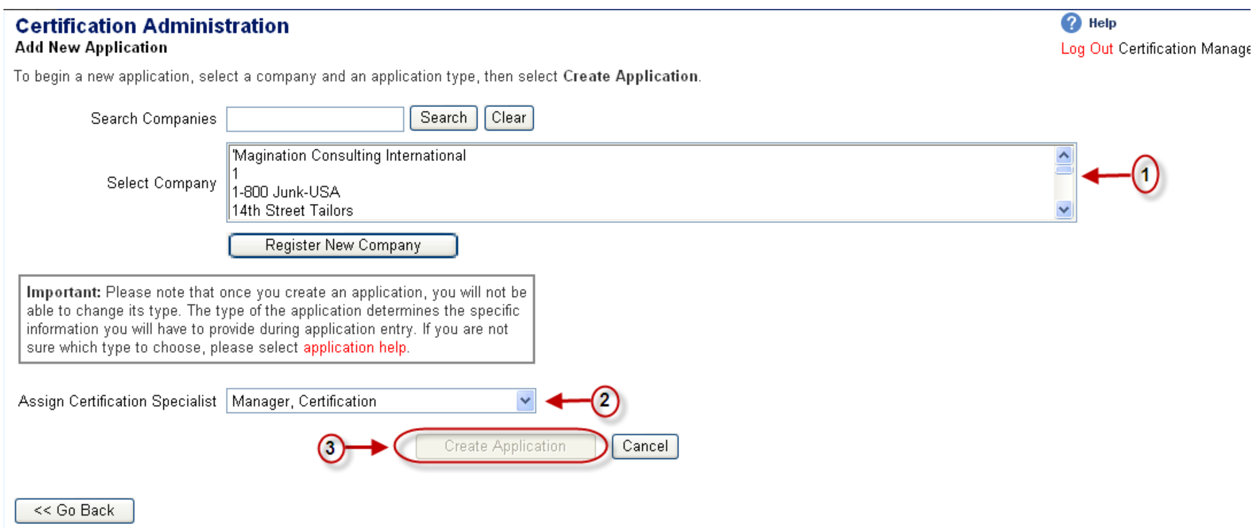


Figure 81: Add New Application Screen

1. Select the company from the “Select Company” list.
2. Using the drop-down list in the “Select Application Type” field. Application types are Certification, Joint Venture, Recertification, and Upgrade. The system will determine what application types are available to select. If the company is doing business with another company and that company is certified, you can select the Joint Venture application. The system will not allow a new application to be created if there is already one in process in the system.
3. Select “Create Application” when all appropriate information has been selected. Select “Cancel” to leave the screen without performing any functions.

The Application types available will vary depending on what applications are already in the system if the company has been certified before. Application types available are:

Certification—for a newly registered company. The Certification application has 16 pages total. As you progress through the applications, some questions will not be displayed if anything other than corporation is selected in the business structure question, some questions will be displayed if LLC is selected as the business structure, and the local unemployment compensation number question is not displayed for a sole proprietorship business structure. The program uses behind-the-scenes logic to display only those questions that apply, based on the answers to the business structure question.

Recertification—for an existing company that is within 90 days of its current expiration date and not more than 1 year past its expiration date. The Recertification application has nine pages.

Upgrade—for a currently certified company that has undergone some change that affects their certification classification. This could be a move to a new zone, adding additional categories or other items. The Upgrade has six pages.

Joint Venture is for companies that are collaborating with a CBE company for a while. The Joint Venture has one page.

The following example is for a company applying for a Certification. The number of pages for the application appears above the first question as a row of numbered boxes. The current page is shown as a white numbered box, completed pages are blue numbered boxes, and pages not yet completed are shown in grey boxes. The Certification application has 16 pages total.

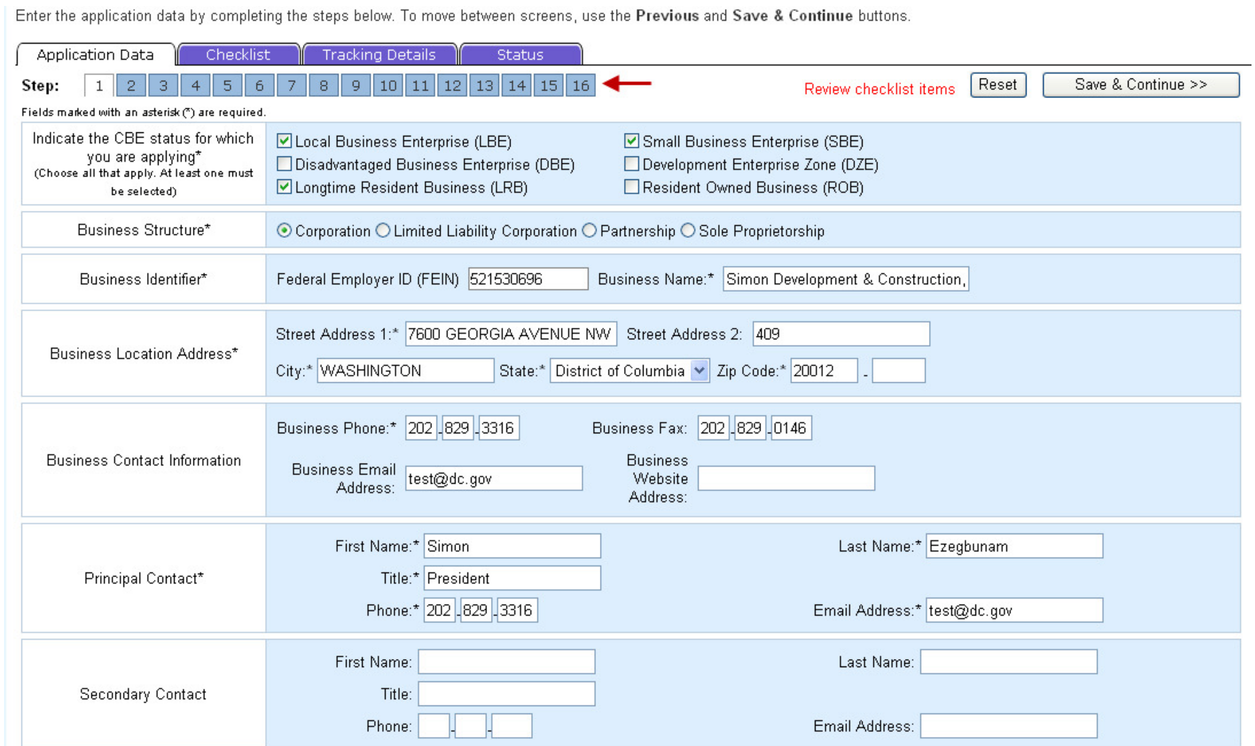


Figure 83: Add Application—Certification Application Selected

Certification is for a newly registered company. Some questions will not be displayed if anything other than corporation is selected in the business structure question, some questions will be displayed if LLC is selected as the business structure, and the local unemployment compensation number question is not displayed for a sole proprietorship business structure. The program uses behind-the-scenes logic to display only those questions that apply, based on the answers to the business structure question.

Enter information into the fields on the screen. Each application page has additional information available if you select the Help icon. Select "Save & Continue" to progress through the application.

When you enter a District "Business Location Address," it will be verified against the MAR and if it does not quite match what is in the database, you will be asked if the address is the one you want. You may opt to accept the address as it was entered.

You can print out a Summary Report of all information on the application by selecting the Print icon. If any required fields are missing, you will not be able to continue entering data beyond that screen. Once all required information has been entered, select "Submit". This changes the status for this application to "Application Submitted" on the Application List.

The following example is for a company applying for recertification. The number of pages for the application appears above the first question as a row of numbered boxes. The current page is shown as a white numbered box, completed pages are blue numbered boxes, and pages not yet completed are shown in grey boxes. The Recertification application has 9 pages total.

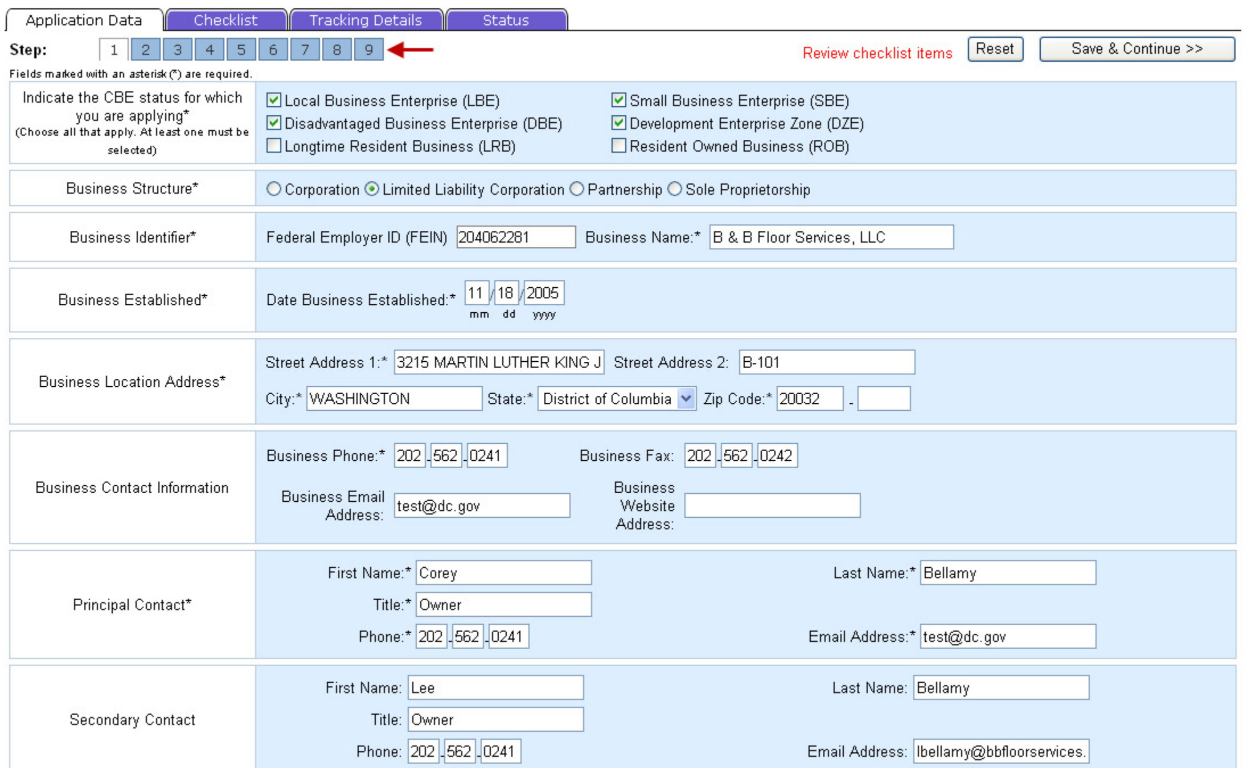


Figure 82: Add Application—Recertification Application Selected

Enter information into the fields on the screen. Each application page has additional information available if you select the Help icon. Select "Save & Continue" to progress through the application.

When you enter a District "Business Location Address," it will be verified against the MAR and if it does not quite match what is in the database, you will be asked if the address is the one you want. You may opt to accept the address as it was entered.

You can print out a Summary Report of all information on the application by selecting the Print icon. If any required fields are missing, you will not be able to continue entering data beyond that screen. Once all required information has been entered, select "Submit". This changes the status for this application to "Application Submitted" on the Application List.

The following example is for a company applying for an Upgrade. The number of pages for the application appears above the first question as a row of numbered boxes. The current page is shown as a white numbered box, completed pages are blue numbered boxes, and pages not yet completed are shown in grey boxes. The Upgrade application has 6 pages total.

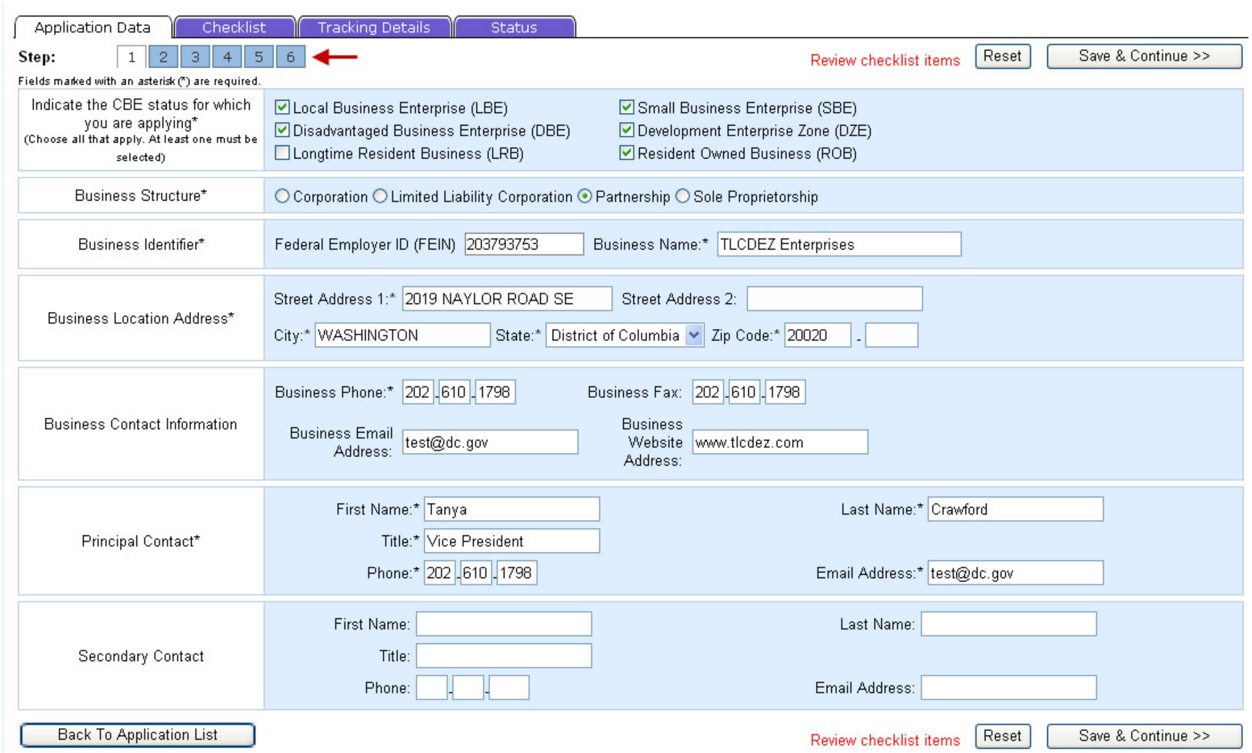


Figure 83: Add Application—Upgrade Application Selected

Enter information into the fields on the screen. Each application page has additional information available if you select the Help icon. Select "Save & Continue" to progress through the application.

When you enter a District "Business Location Address," it will be verified against the MAR and if it does not quite match what is in the database, you will be asked if the address is the one you want. You may opt to accept the address as it was entered.

You can print out a Summary Report of all information on the application by selecting the Print icon. If any required fields are missing, you will not be able to continue entering data beyond that screen. Once all required information has been entered, select "Submit". This changes the status for this application to "Application Submitted" on the Application List.

7.4 Joint Venture Application

Refer to Section 6.5

7.5 View/Print Company Information

Selecting the “View/Print Current CBE Information” button displays the following screen.

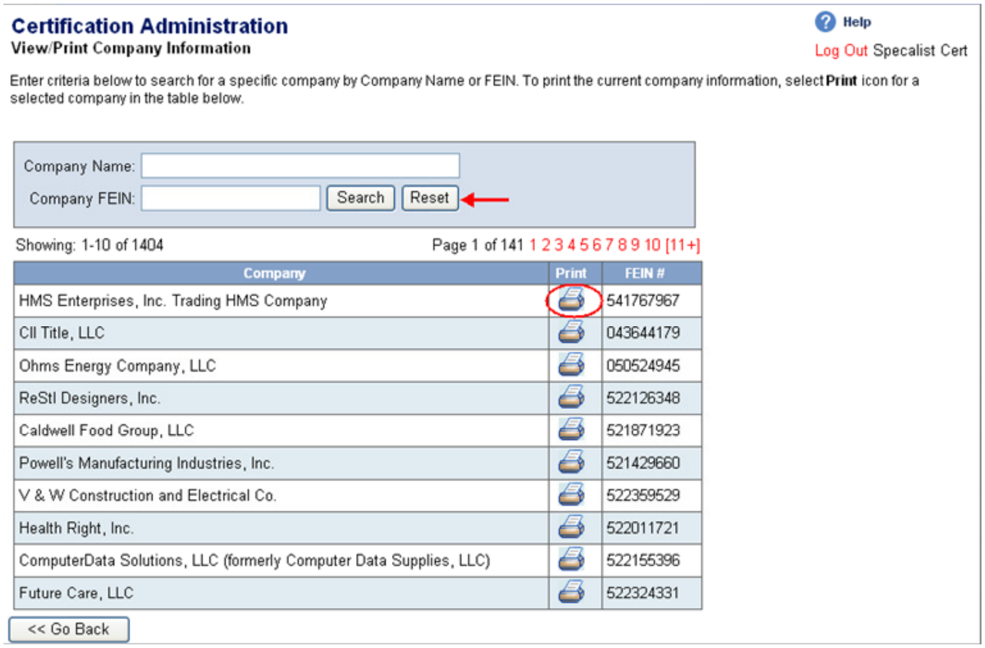


Figure 84: View/Print Company Information – Search Screen

Enter a CBE's company name or FEIN into one of the fields. If you want to use the search feature, enter the first few letters of a company's name in the “CBE Company Name” field and select the “Search” button. The results will be displayed in a pop-up list and you can select a name from the list.

Once you have a valid CBE Company Name or FEIN, select the “Print” icon in the table to display the report. The following figure is a sample of the Company Information Report.

Use the Print link on the screen to print out a copy of the report. Use the print dialog box to adjust the layout (landscape or portrait) if you desire. Use the “Go Back” link to return to the previous page.

(this control box will not be printed)
print window close window

COMPANY INFORMATION REPORT
HMS ENTERPRISES, INC. TRADING HMS COMPANY

General Application and Business Information

Date of Summary:	Thursday, July 12, 2007
Business Name:	HMS Enterprises, Inc. Trading HMS Company
FEIN:	541767967
LSDBE Number:	
Expiration Date:	01/01/1900 **Expired**
Provisional LSDBE Number:	T_LSDR4887102007
Provisional Expiration Date:	10/04/2007
Certification Catagories:	DBE, LBE, ROB, SBE
Business Structure:	Corporation
Date Business Established:	10/11/1995
Dun & Bradstreet No:	024022407
Local Unemployment Compensation No:	120866

Business Location Address

Address 1:	316 F STREET NE
Address 2:	115
City:	WASHINGTON
State:	DC
Zip Code:	20002

Mailing Address

Street Address 1:	600 Maryland Avenue SW
Street Address 2:	450
City:	Washington
State:	DC
Zip Code:	20024

Small and Disadvantaged Business Data (based on location address)

Ward:	6
ANC:	ANC 6C
Enterprise Zone:	
Development Enterprise Zone:	
Business Phone:	(202) 547-2037
Business Fax:	(202) 547-2038
Business Email:	test@dc.gov
Business Website:	www.hms-world.com

Public Contact

Public Contact:	Brian Hall
Contact Phone:	(202) 547-2037
Contact Email:	test@dc.gov

Work Categories

General Service ($19M) | Communications
General Service ($19M) | Computer Related Services | Facilities Management
General Service ($19M) | Computer Related Services | Information Management/Retrieval
General Service ($19M) | Information Technology
General Service ($19M) | Repair/Maintenance Services
General Service ($19M) | Telecommunications
Professional Service | Business Service ($10M)
Professional Service | Business Service ($10M) | Management Services (General)

Business Activity Percentage

Type	Percentage of diversity
Service Provider	100 %

Company Owners Information

Principal Owner	Brian Hall	Name	Charles Hall
Home Address:	608 G Street SW Washington DC 20024	Home Address:	5818 Cannon Lane Alexandria VA 22303
Phone:	(202) 547-2037	Phone:	(703) 960-1024
Race:		Race:	
Citizen:	Yes	Citizen:	Yes
Place of Birth:		Place of Birth:	
Proof of Citizenship:		Proof of Citizenship:	
# Shares:	51.00	# Shares:	49.00
% Ownership:	51.00	% Ownership:	49.00
Initial Capital Injection:	$0.00	Initial Capital Injection:	
Class of Stock:	0	Class of Stock:	

Figure 85: Company Information Report

7.6 Update Company Information

Selecting the Update Company Information displays the same Search Screen as described in 6.9 above for the Certification Manager. Certification Specialist will see the following screen upon selecting the "Update" link in the table.

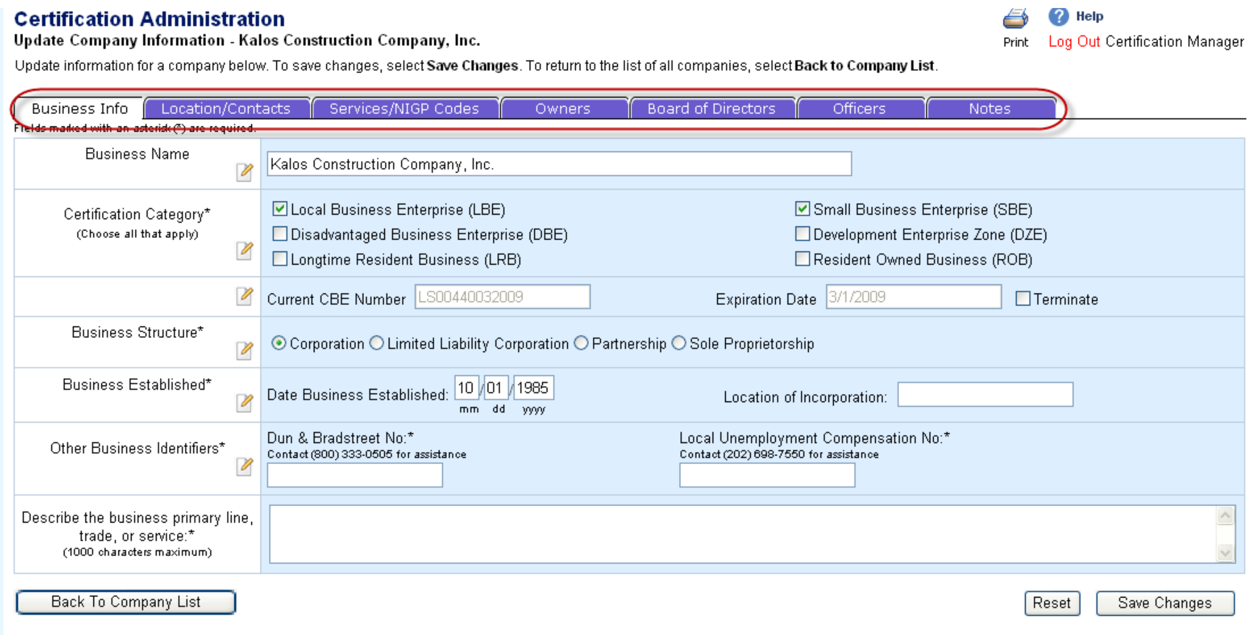


Figure 86: Update Company Information – Business Info tab

1. The name of the company that you selected is shown at the top of the page.
2. You may update company information by selecting one of the available tabs: Business Info, Location/Contacts, Services/NIGP Codes, Owners, Board of Directors, Officers and Notes.
3. Fields that are read-only for the Certification Specialist are grayed out on the screen.
4. You may view the history of changes for any field by selecting the History icon next to the field name.
5. If you have made changes or added information, be sure to select the "Save Changes" button before leaving the page. Select "Reset" to reverse all the changes.
6. Changes made via the Update Company Information function will not update information in any of the applications submitted by the company.
7. Select "back To Company List" to return to the Search Screen.

7.7 Generate Reports

Refer to Section 6.6

7.8 Create Mail Merge Data File

Refer to Section 6.10

8 DSLBD View Only User

DSLBD View Only user has read-only access to most of the functions that are available for the Certification Manager and Certification Specialist.

8.1 DSLBD View Only Main Menu

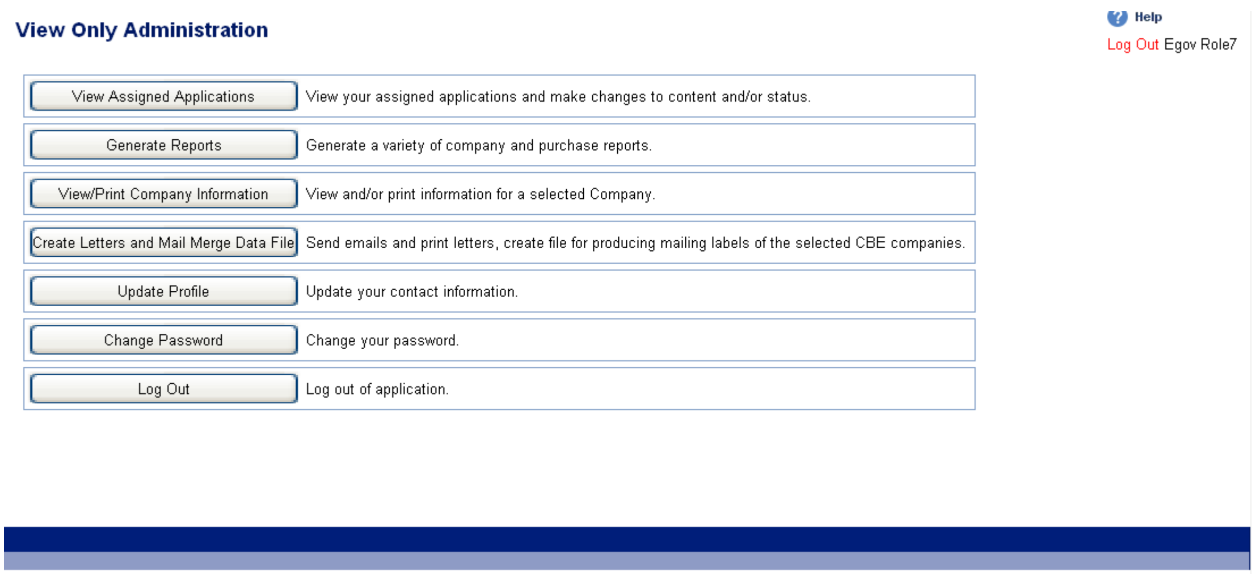


Figure 87: DSLBD View Only Main Menu Screen

8.2 View Existing Applications

View Existing Applications for the DSLBD View Only user displays the same search screen as described in section 7.2 for the Certification Manager and Certification Specialist. Upon selecting the “Details” link on the search screen, Application Data will display only step 1 of the selected application. DSLBD View Only user cannot make changes to the information in the application. Similarly, Status and Checklist tabs will display information in read-only format.

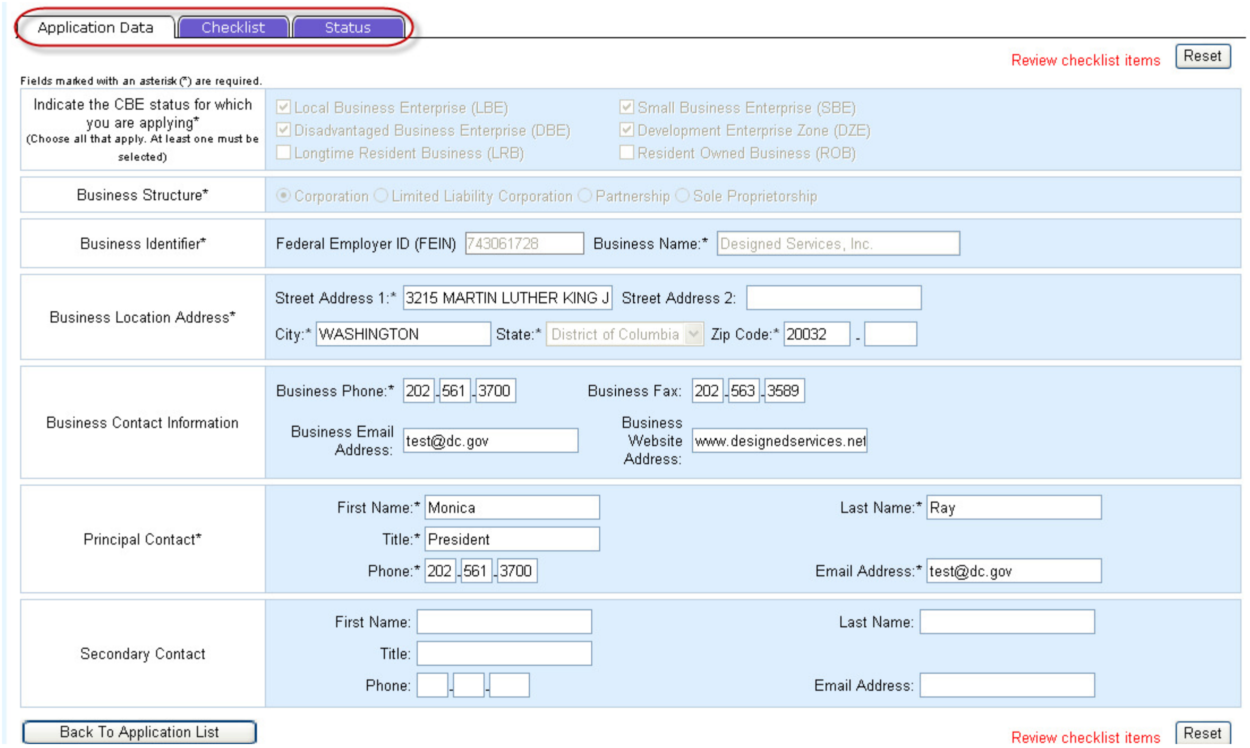


Figure 88: DSLBD View Only Application Details Screen

8.3 Generate Reports

Refer to section 6.6.

8.4 View/Print Company Information

Refer to section 7.5

8.5 Create Mail Merge Data File

Refer to section 6.10.

9 Agency CBE Liaison

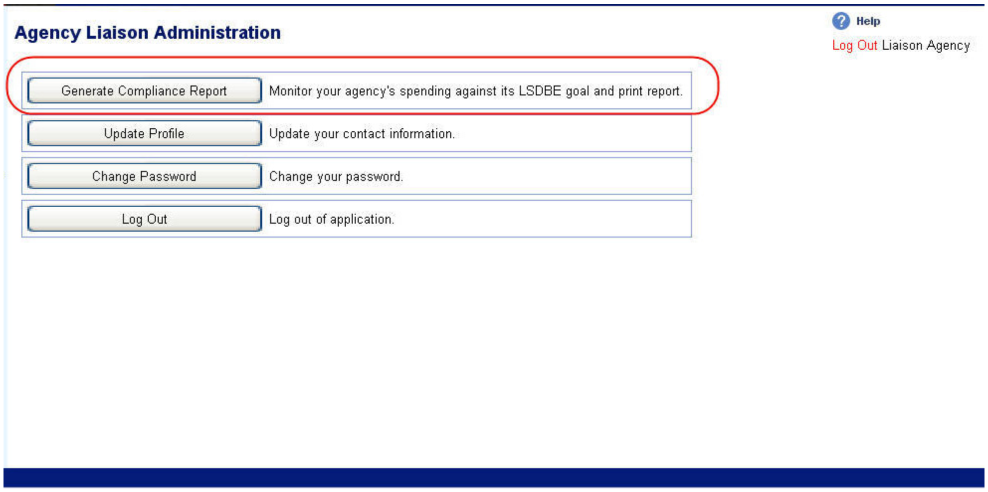


Figure 89: Agency Liaison Administration Screen

9.1 Generate Compliance Report

Selecting "Generate Compliance Report" for the first time in a fiscal year displays the following screen.

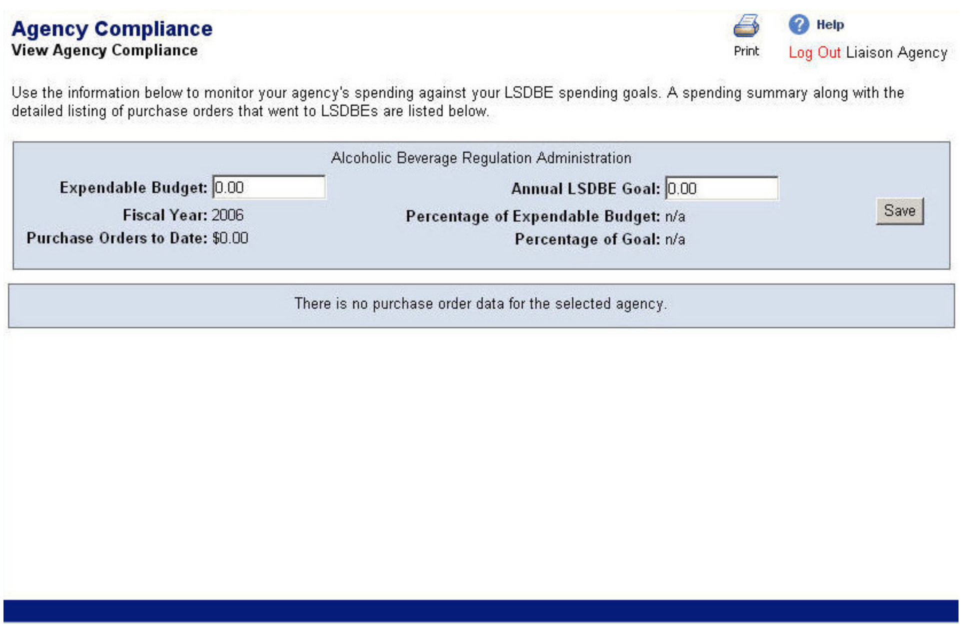


Figure 90: View/Print Agency Compliance Report—Enter Goals

Enter your Agency's yearly goals. You will be allowed to enter this only once and cannot change it. If changes need to be made, you must contract the Compliance Manager who has the capability of adjusting the values for you. You will need to provide written authorization to DSLDB in order to have a change made.

If you select "Generate Compliance Report" after your goals have been entered, the following screen is what you will see.

Fiscal Year: 2006 **Percentage of Expendable Budget:** 90%

Purchase Orders to Date: $157,014.41 **Percentage of Goal:** 87.23%

Showing: 1 - 10 of 49 Page 1 of 5 1 2 3 4 5

FEIN	Vendor Name	PO Number	PO Amount	PO Date	Description
1030439371	P & P OFFICE & FURNITURE SUP	PO104520	$0.99	11/28/2005	General Services
1030439371	P & P OFFICE & FURNITURE SUP	PO104528	$0.99	11/29/2005	General Services
1030439371	P & P OFFICE & FURNITURE SUP	PO104541	$96.40	11/29/2005	General Services
1300072705	LIFE INFINITE LLC	PO102088	$8,000.00	11/21/2005	General Services
1300072705	LIFE INFINITE LLC	PO102089	$80,000.00	11/21/2005	General Services
1300072705	LIFE INFINITE LLC	PO104497-V3	$25,149.00	11/23/2005	Technology
1300072705	LIFE INFINITE LLC	PO104519-V2	$100.00	11/30/2005	General Services
1300072705	LIFE INFINITE LLC	PO104521	$100.00	11/28/2005	General Services
1300072705	LIFE INFINITE LLC	PO104527-V2	$100.00	11/29/2005	Transportatn/Specialty Equip
1300072705	LIFE INFINITE LLC	PO104574	$2,500.00	12/06/2005	General Services

Figure 91: View/Print Compliance Report – Read or Print only

All P.O. data in the table comes from PASS and is automatically updated ever 24 hours. Select the Print icon 

to print a copy of the report.

Appendix A: Acronyms, Abbreviation, and Definitions

Term	**Definition**
ANC	Advisory Neighborhood Commission
CAD	Contract Activity Database
CADS	Contracting Activity Database System
DBE	Disadvantaged Business Enterprise
DSLBD	Department of Small and Local Business Development
DZE	Development Enterprise Zone
FEIN	Federal Employee Identification Number
LBE	Local Business Enterprise
LRB	Longtime Resident Business
CBE	Certified Business Enterprise
MAR	Master Address Repository
NIGP	National Institute of Government Purchases
OCP	Office of Contracting and Procurement
OCTO	Office of the Chief Technology Officer
PASS	Automated Purchasing System
ROB	Resident Owned Business
RSD	Requirements Specification Document
SBE	Small Business Enterprise